

POLICY AND PROCEDURES MANUAL

2.0.1 CODE OF CONDUCT – ELECTED OFFICERS

Policy

To establish the expected behaviour of Elected Officers, and thereby ensure that BCNU's affairs are managed with the highest moral, legal and ethical standards.

Procedure

Elected Officers will:

1. Act in what is believed to be the best interests of the Members of BCNU, exercising the powers and duties of office honestly and without prejudice.
2. Put forward the BCNU Objectives and policies in a clear, concise, and factual manner. When Elected Officers find it necessary to speak out against BCNU policy or direction, they must clearly identify their views as personal.
3. Recognize the principle of confidentiality, and not use any information gained by virtue of their office to gain any direct or indirect advantage. The burden of proof rests with the person who claims a reason for overriding the principle of confidentiality.
4. Abide by organizational democracy and discipline. The democratic process means that all parties are involved in the discussion, and, in specific cases, the vote. However, once a decision is made, Elected Officers are bound by it, regardless of how they voted.
5. Not limit their discretion to act, and not commit to votes on issues to be considered in the future.
6. Not place themselves in any position in which there is a Conflict of Interest between their official capacity and any personal or professional interests.
7. Act as a responsible employer, treating Appointed Officers reasonably and fairly, and follow stipulated procedures.
8. Ensure that they are well-informed and prepared to deal with the business of the Council and respective committees of Council.
9. Attend and actively participate in all Council and Committee meetings, as required by their respective positions.
10. Will provide a written report to Council regarding any BCNU funded development opportunity at the next available Council Meeting following the completion of the development activity. The report will include the cost, a description of the development activity, development gains, and a recommendation regarding the value of the development activity for other Members.

Elected Officers are obliged, in their official capacity and as individuals, to do their best to fulfill the intent of this policy. It is expected that every Elected Officer will have a working knowledge of permissible activities, and will seek guidance on any matter on which there is question.

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Any clear infraction of applicable laws and / or recognized ethical standards will be subject to disciplinary action, which may include (but is not necessarily limited to), reprimand, censure, suspension, removal from office, and dismissal from BCNU, depending on the seriousness of the offence.

Policy Footnotes

Section	2 Code of Conduct
Sub-section	2.0
Policy Number	2.0.1
Council Approved	05-11-96
Council Revised	15-07-20
Further reading	