

## 108 Board of Education – Trustee Code of Conduct

Adopted: March 12, 2013

Revised: September 25, 2018

Revised: April 16, 2024

Revised: October 22, 2024

### Policy

In accordance with the School Act, the North Vancouver Board of Education acknowledges its primary responsibility to establish policies ensuring the efficient operation of its schools. Aligned with the Mandate for Public Schooling, which reads that "*The purpose of the British Columbia school system is to enable learners to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy,*" the Board prioritizes student achievement, encompassing Intellectual, Human and Social, and Career Development. Central to the Board's decision-making is alignment with Policy 106: Statements of Mandate, Vision, and Values.

As democratically elected representatives on the Board, Trustees fully recognize the significant trust bestowed upon the Board by the electorate. They are committed to governing the affairs and business of the North Vancouver School District in a fair, respectful, and professional manner that upholds the rights and dignity of students. Trustees advocate for the diverse needs of the entire School District and community, allocating resources efficiently, inclusively, and responsibly in the best interests of all students.

Furthermore, Trustees actively advocate for public education, championing the values, objectives, and initiatives of the School District to other levels of government and relevant bodies.

### Commitment Statements

1. Promoting Ethical Governance and Collaborative School Culture  
Trustees foster a positive learning and working culture through collaborative engagement with administrators, teachers, parents, and community leaders. They prioritize respect, transparency, and impartiality in governance. Trustees demonstrate ethical conduct, acting with integrity, and taking responsibility for decisions and actions. Trustees arrive at meetings prepared. Attendance at scheduled Board meetings is expected, with prompt notification to the Board Chair for unavoidable absences.
2. Decision Making  
Trustees seek and assess information from all available sources, base their decisions upon all available facts, and vote impartially in every situation. To facilitate effective decision making, Trustees must be knowledgeable about the School Act, statutory requirements, existing Board policy and practices, initiatives, long-range plans, and current educational issues. It is expected Trustees shall be diligent in familiarizing themselves with supporting documents, in advance of meetings, in order to make informed and credible decisions.

3. Confidentiality  
Trustees uphold confidentiality regarding discussions from closed School Board, or committee meetings, and other confidential communications. Trustees refrain from disclosing privileged information until officially released by the Board. Respect for the confidence of fellow Trustees in their role as Board members remains a priority.
4. Working Relationships  
Trustees facilitate respectful and cooperative relationships with fellow Board members, valuing diverse opinions. They refrain from disparaging remarks, unwarranted criticism, or actions that could compromise the Board's integrity or authority. Upholding proper decorum fosters open, respectful discussions. Transparency is maintained by promptly addressing potential concerns.
5. Public Relations  
Trustees encourage and welcome engagement from the broader school community in establishing and interpreting school operation policies, goals, and directions. Actively integrating diverse opinions into Board decisions is a priority. Ensuring timely communication of Board decisions to impacted parties is a key action point. Trustees acknowledge the importance of maintaining healthy relationships with educational partners and rightsholders in their community.
6. Conflict of Interest  
It is the legal duty of Trustees to avoid conflict of interest in all Trusteeship responsibilities. Every Trustee must avoid any situation in which there is or may appear to be, a potential conflict that could interfere with the Trustee's judgement in making decisions in the School Board's best interest. Apparent conflict of interest means any situation where it would appear to a reasonably well-informed, impartial observer that the Trustee is in a conflict of interest situation. In protecting the Board of Education and integrity in decision-making, it is the responsibility of Trustees to identify potential conflicts of interest. When faced with conflicts, Trustees promptly declare and abstain from deliberating or voting on the issue during official meetings of the Board, upholding fidelity to the corporate Board of Education.
7. Use of Position  
Trustees are prohibited from using their position, school district resources, or confidential information for personal gain or to benefit associates. They must avoid activities that could conflict with their commitment to the school district's best interests or compromise their impartiality and integrity. School resources are for educational purposes only, and confidential information must not be disclosed or used improperly.
8. Legal Authority of Individual Trustees  
Trustees recognize that, as a Corporate Board, the authority to make decisions must only be made within an official meeting of the Board. Individual Trustees or committees of Trustees may not exercise the rights, duties, and powers of the Board. The Chair is the official spokesperson for the Board; other Trustees shall not speak on behalf of the Board unless authorized to act in such a capacity.

9. Support for Board Decisions  
Trustees express their views through active dialogue at official meetings of the Board and, regardless of minority positions or opposition votes, accept and uphold-majority decisions. Trustees recognize that democracy is served when policies and decisions are voted on at official meetings of the Board and support the School District with decisions made regardless of their individual position.
10. Trustee Professional Development  
Trustees engage in professional development to enhance their understanding of Trustee roles, responsibilities, and current educational trends.
11. Scope of Delegated Responsibility  
Trustees acknowledge and respect the Superintendent of Schools and senior staff's authority, delegating responsibilities for operationalizing Board-established policies and directions. Upholding commitments outlined in the Trustee Code of Conduct; any infractions are addressed following Administrative Procedures.

The Board will review this policy within six months of the Inaugural Board Meeting.

### **Administrative Procedures**

[Policy 108: Board of Education – Trustee Code of Conduct](#)

### **Resources**

[School Trustee Oath of Office Regulation](#) - Ministry of Education and Child Care  
[Local Government Elections Regulation](#) - Ministry of Education and Child Care