

**Board of Trustees'
Governance Policy****GOVERNANCE CULTURE
GC-7: Trustee Code of Conduct**

Monitoring Method: Board Self-assessment
Monitoring Frequency: Annual

The Board and trustees will conduct themselves lawfully, with integrity and high ethical standards. This includes proper use of authority and appropriate decorum in group and individual behaviour. Trustees shall model the behaviors expected of employees and students and to build public confidence and credibility.

- 7.1 While elected from specific wards, trustees have a duty to act honestly, in good faith, and in the best interest of The Calgary Board of Education.
- 7.2 Each trustee is responsible to comply with this Trustee Code of Conduct. Trustees shall also comply with Board Policies (as defined in Board Policy GC-3: Board Job Description).
- 7.3 Trustees shall accept that authority rests with the Board. No individual trustee shall act on behalf of the Board other than as delegated or authorized by the Board.
- 7.4 Trustees shall honour their fiduciary responsibilities which supersedes any conflicting loyalty including, but not limited to, the following:
 - a. any loyalty a trustee may have to any other advocacy, interest or political groups;
 - b. loyalty based upon membership on other boards or staffs;
 - c. the personal interest of any trustee who is also a parent or guardian of a student in the organization; and
 - d. being a relative of an employee of the organization.
- 7.5 Trustees will not attempt to exercise individual authority over the organization.
 - a. Trustees will not assume personal responsibility for resolving operational problems or complaints. Trustees will refer persons lodging operational complaints to the appropriate organizational level of impact.



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- b. Trustees will not personally direct the Chief Superintendent, any employee or any part of the operational organization.
 - c. Trustees will not publicly express individual negative judgments about Chief Superintendent or employee performance.
 - d. Trustees shall reflect Board Policies and resolutions when communicating to the public.
 - e. Trustees shall support the decision of the Board on matters, regardless of the trustee's personal position on the issue.
 - f. As public representatives of the Board, trustees must act with discretion and be judicious in what information they share with members of the public and post on social media. Trustees must recognize that their online activity and interactions with the public can dramatically affect the general public's perception of the trustee, the Board, The Calgary Board of Education, employees and schools within The Calgary Board of Education.
- 7.6 To build trust among trustees and to ensure an environment conducive to effective governance, trustees will:
- a. focus on issues rather than personalities;
 - b. respect decisions of the Board;
 - c. exercise honesty in all written and interpersonal interaction, never intentionally misleading, surprising or misinforming each other;
 - d. criticize privately, praise publicly;
 - e. make every reasonable effort to protect the integrity and promote the positive image of the organization and one another; and
 - f. never embarrass each other or the organization.
- 7.7 Trustees will exercise the powers and duties of their office honestly and in good faith, and will exercise a degree of care, diligence and skill that a reasonably prudent person would exercise in a comparable circumstance.



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- 7.8 Trustees shall attend and take part in all meetings of the Board and Committee meetings as assigned on a regular and punctual basis. Repeated unexcused absences, partial attendance or late attendance by trustees may be cause for disciplinary action, as determined by the Board.
- 7.9 Trustees recognize that the Board Chair is the official spokesperson of the Board.
- 7.10 Trustees shall keep confidential any personal, business, privileged or confidential information obtained in their capacity as a trustee and not disclose that information except when authorized by law or by the Board to do so. Trustees must not:
- a. disclose or release by any means to the public, including the media, any confidential information acquired by virtue of their office unless authorized by law or the Board to do so;
 - b. access or attempt to gain access to confidential information in the custody and control of the CBE unless it is necessary for the performance of the trustee's duties and access is not otherwise limited by the Board, and only then if through established channels and in accordance with the Board's policies; and
 - c. use confidential information for personal benefit or for the benefit of any other organization or individual.
- 7.11 Trustees shall be familiar with the *Education Act*, Board Policies (as defined in GC-3: Board Job Description) and other applicable rules of procedure and proper conduct of a Board meeting.
- 7.12 Trustees shall disclose the nature of any personal or pecuniary conflict of interest in accordance with the requirements of GC-8: Trustee Conflict of Interest.
- 7.13 Trustees will comply with the requirement of Administrative Regulation 1062: Responsible Use of Electronic Information Resources; Protocol for Elected Official, Dignitary, Indigenous Elder and Knowledge Keeper Involvement at CBE Events; and Protocol for School and Staff Involvement in Election Campaigns (as may be amended from time to time).



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- 7.14 Trustees are expected to co-operate in supporting compliance with Board Policies and this Code of Conduct.
- 7.15 The failure by trustees to conduct themselves in accordance with the Trustee Code of Conduct and/or Board Policies may result in the Board instituting sanctions.
- 7.16 A trustee shall not advance allegations and/or a breach of this Code of Conduct that are vexatious against another trustee.
- 7.17 Trustees may be disqualified and required to resign if the trustee commits a disqualifying action pursuant to section 87 or 88 of the *Education Act*.

Adopted: June 24, 2025

Policy Exhibits:
GC-7E: Code of Conduct Sanctions