

Policy 2.03

Category: Governance and Operations

Charter Board Member Code of Conduct

BACKGROUND

The Charter Board must exercise its authority and responsibilities within the parameters and guidelines established in the *Alberta Education Act*, *Alberta Societies Act*, and the *Bylaws* of CAPE-Centre for Academic and Personal Excellence Institute. Individual Board members are required to maintain a standard of conduct as established in this policy.

POLICY STATEMENT

To govern effectively, CAPE Charter Board members must commit to thinking and acting in ways that are:

- student-centred
- focused on the charter goals
- focused on supporting educational priorities, instructional leadership and teaching
- respectful
- collaborative
- responsive
- realistic
- flexible
- positive
- responsible
- accountable
- supportive
- purposeful
- meaningful

DEFINITIONS

1. **Student-centred** - wide variety of educational programs, learning experiences, instructional approaches, and academic-support strategies that are intended to address the distinct learning needs, interests, aspirations, or cultural backgrounds of individual students and groups of students in which students share in decisions and believe in their capacity to lead.
2. **Collaborative** - produced or conducted by two or more parties working together.

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3. **Responsive** - reacting quickly and positively.
4. **Flexible** - able to easily modify to respond to altered circumstances or conditions.
5. **Responsible** - accepting of responsibility.
6. **Accountable** - required or expected to justify or explain actions or decision.
7. **Supportive** - providing encouragement or help.
8. **Purposeful** - intentional.
9. **Meaningful** - having a serious, important, or useful quality or purpose.

PROCEDURE

10. CAPE Charter Board members will:
 - 10.1 Abide by the policies and ByLaws of CAPE;
 - 10.2 Recognize and respect each member of the school community;
 - 10.3 Work with fellow Board members in a spirit of harmony and cooperation;
 - 10.4 Encourage a positive atmosphere where individual contributions and diverse points of view are encouraged and valued;
 - 10.5 Practice and promote within the school community the highest standards of respect, responsibility, integrity, self-discipline, and compassion;
 - 10.6 Value and encourage parental participation in their child's/student's education;
 - 10.7 Value and encourage stakeholder input in decision-making;
 - 10.8 Understand and accept that the CAPE Charter Board expresses its will through majority vote and speaks as one voice through the Board Chair and/or the Superintendent;
 - 10.9 Hold the interest of students, staff and all stakeholders as paramount in decision-making;
 - 10.10 Declare actual and/or potential conflicts of interest and excuse themselves from CAPE Charter Board deliberations when appropriate;
 - 10.11. Respect and maintain the confidentiality of information deemed confidential in all matters discussed by the CAPE Charter Board at in camera meetings;
 - 10.12 Value and encourage parental participation in their child's education;
 - 10.13 Move or act on CAPE Charter Board decisions if and only if directed by the Charter Board to do so;
 - 10.14 Communicate Board business and discussions if and only if directed by the Charter Board to do so;

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- 10.15 Be fully aware of functions related to governing their governance role, remain within that role at all times. and representing the membership, and not on the administrative, day-to-day operational activities of the school;
- 10.16 Recognize and accept established CAPE Charter Board protocols for communication and problem-solving;
- 10.17 Practice and promote within the school community the highest standards of respect, responsibility, integrity, self-discipline, and compassion;
- 10.18 Accept that their role as Board members does not provide them or members of their family with any rights or privileges beyond those granted to any other parent within the CAPE community;
- 10.19 Abide by the policies and bylaws of CAPE;
- 10.20 Concentrate on functions related to governing and representing the membership, and not on the administrative, day-to-day operational activities of the school;
- 11. Board members may be removed for one or more of the following reasons:
 - “(a) a Charter Board Member has failed to carry out the duties of their position as outlined in the School Act, the Societies Act, the charter or the Bylaws;
 - (b) a Charter Board Member has interfered with the function of other Charter Board Members or an employee of CAPE in the performance of their duties;
 - (c) a Charter Board Member has wilfully acted to contravene the charter, the Objects of the Society or these Bylaws.”

CAPE bylaws, s. 5.10
- 12. In the event that a board member is perceived/found to be in contravention of this Code of Conduct, the following process will be implemented:
 - a. The Board member will attempt to resolve any issue or concern with the the Board Member one-on-one, by describing the problem and the concern, and providing positive suggestions for resolution.
 - b. It is anticipated that Step a) will produce a positive resolution in most cases. However, if the behaviour persists, the issue may be brought, in turn, to the Board Chair, and then the entire Charter Board for discussion in camera closed session. At this point, the Charter Board may choose to prepare a “Letter of Censure” to the member in question, outlining the specific expectations of the Charter Board for resolution of the issue.

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- c) If the processes in Step b) fail to produce a satisfactory resolution, the Charter Board may ask for the resignation of the board member. In the event that the board member does not agree to step down, the Chair may ask the Charter Board to call a special general meeting of the membership for the purpose of passing a Special Resolution to remove the said member from the position on the Charter Board.

References:

CAPE bylaws

Education Act

Adopted: March 28, 2007

Motion: #2007-02-28-10

Revised: September 30, 2008

Motion: #2008-09-30-17

Reviewed: June 2011

Reviewed: August 2013

Revised: March 27, 2018

Motion: #2018-03-27-5

Reviewed: October 18, 2021