

SECTION 4

BCIA Council (“BCIA”) Policies

COUNCILLOR CODE OF CONDUCT

1. Councillors shall at all times use their best efforts to provide progressive, collective leadership and direction to the BCIA in support of its mandate, vision and mission.
2. Councillors shall adhere to the BCIA’s governance policies.
3. Councillors shall adhere to the BCIA’s Conflict of Interest Policy, avoiding in fact and perception, conflicts of interest and shall immediately disclose possible conflicts to the Council.
4. Councillors shall endeavour to direct the Institute’s activities as a whole rather than in their own interest or that of any specific group, branch or district.
5. Councillors shall maintain the confidentiality of the details and dynamics of Council discussions, in addition to those items designated as confidential. The duty to maintain the confidentiality of information gained while serving as a Councillor remains in force, even after a Councillor resigns or is removed from Council in accordance with the BCIA Bylaws.
6. Regardless of their personal viewpoint, Councillors shall not speak against or in any way undermine Council solidarity once a Council decision has been made. If a Councillor is unable to support a decision, the proper course of action is for the respective Councillor to resign from the Council.
7. Councillors are expected to attend all Council meetings and be prepared to contribute to meaningful discussion.
8. Councillors’ contributions to discussions shall be constructive, and interactions shall be courteous, respectful and free of animosity.
9. Councillors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
10. In accordance with the *Professional Governance Act*, Councillors shall not serve on any statutory committee of BCIA. Councillors may serve on special committees or working groups established by Council.
11. In accordance with the principles of policy governance, Councillors shall adhere to the principle that the CEO/Registrar is responsible to the entire Council. Consequently, no single Councillor or committee has authority over the CEO/Registrar.

12. Councillors shall adhere to the principle that the Council President is the communications link between the Council and the CEO/Registrar.
13. Council shall ensure there is a current position description and annual work plan for the CEO/Registrar and that there is a process for annual evaluation.
14. Councillors shall not attempt to exercise individual authority or undue influence over the BCIA.
15. The official spokespersons for the BCIA are the Council President and the CEO/Registrar. All public requests for comment on BCIA policies shall be referred to those persons.
16. The President may make public statements on policy matters within the scope of a policy approved by the Council or a reasonable extension of a policy.
17. Council shall investigate and adjudicate any formal complaints respecting the work or activities of the CEO/Registrar.

Councillor Name (print)

Councillor Signature

Date

CEO/REGISTRAR CODE OF CONDUCT

1. The CEO/Registrar shall at all times use their best efforts to efficiently and effectively manage the operations of the BCIA in support of its mandate, vision and mission.
2. The CEO/Registrar shall adhere to the BCIA's governance policies.
3. The CEO/Registrar shall adhere to the BCIA's Conflict of Interest Policy, avoiding in fact and perception conflicts of interest, and immediately disclose possible conflicts to the Council.
4. The CEO/Registrar shall keep the Council apprised of relevant trends, anticipated adverse media coverage, and any other material external and internal changes that could impact the BCIA.
5. The CEO/Registrar shall advise the Council of any staffing changes at the senior level.
6. The CEO/Registrar shall advise the Council of any complaint related to the quality of service provided by BCIA staff that has not been resolved to the complainant's satisfaction through normal staff processes.
7. The CEO/Registrar shall advise Council of any formal complaints received by the CEO or other staff respecting the work or activities of the CEO/Registrar.
8. The CEO/Registrar shall at all times treat staff and volunteers in a courteous, fair and dignified manner.
9. The CEO/Registrar shall not change their compensation, benefits or holidays.
10. The CEO/Registrar shall maintain the confidentiality of Council discussions.
11. Regardless of their personal viewpoint, the CEO/Registrar shall not speak against or in any way undermine Council-approved decisions, policies or programs or their implementation.
12. The CEO/Registrar may make public statements on policy matters within the scope of a policy approved by the Council or a reasonable extension of that policy.
13. The CEO/Registrar shall attend all Council, and other specifically designated meetings, unless granted leave by the President.
14. The CEO/Registrar shall advise the President, in advance, of the need for any

extended absences from the BCIA, for either business or personal reasons.

15. The CEO/Registrar shall submit travel expense claims to the Treasurer for approval.
16. The CEO/Registrar shall ensure that agenda materials and supporting documents are circulated at least one week in advance of Council meetings.
17. The CEO/Registrar shall ensure that all federal and provincial filing requirements and tax payments are made on time.

CEO/Registrar Name (print)

CEO/Registrar Signature

Date