

EXECUTIVE AND GOVERNANCE POLICY

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Policy Title: 6.1 Executive Member Code of Conduct Sanctions

Last Approved: September 2017

BACKGROUND

The purpose of this policy is to outline the role of the Executive member code of conduct.

APPLICATION

This policy applies to guide the process to address an Executive member code of conduct and application of sanctions.

The Executive expects of itself and individual Executive members ethical, businesslike and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Executive members. It expects Executive members to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters.

POLICY STATEMENT

1. Executive members shall conduct themselves in an ethical and prudent manner in compliance with Executive Policy 6.0 - Executive Member Code of Conduct. The failure by Executive members to conduct themselves in compliance with this policy may result in the Executive instituting sanctions.
2. An Executive member who believes that a fellow member has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
3. In the steps that follow, the President and the Vice-President will receive the complaint and manage the steps of the process. In the event that the complaint is against the President, the Vice-President solely will receive the complaint and manage the steps outlined herein. In the event that the complaint is against the Vice-President, the President solely will receive the complaint and manage the steps outlined herein.
4. An Executive member who wishes to commence an official complaint, under the Code of Conduct, shall file a letter of complaint with the President and Vice-President within thirty (30) days of the alleged event occurring, and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the member. The Executive member who is alleged to have violated the Code of Conduct, and all other Executive members, shall be forwarded a copy of the letter of complaint by the President and Vice-President within five (5) days of receipt by the President and Vice-President of the letter of complaint.
5. When an Executive member files a letter of complaint, and a copy of that letter of complaint is forwarded to all Executive members, the filing, notification, content and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Executive may be disclosed by the President only at the direction of the Executive, following the disposition of the complaint by the Executive at a hearing.
6. To ensure that the complaint has merit to be considered and reviewed, at least one (1) other Executive member must provide a letter indicating support for having the complaint heard at a

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hearing. This letter of support must be provided to the President and Vice-President within three (3) days of the notice in writing of the complaint having been forwarded to all Executive members. Any Executive member who provides such a letter of support shall not be disqualified from attending a hearing convened to hear the matter or from deliberating upon the complaint at the hearing solely for having provided such letter.

7. Where no letter supporting a hearing is forthcoming, the complaint shall not be heard. The President and Vice-President shall notify all other Executive members in writing that no further action of the Executive shall occur.
8. Where a letter supporting a hearing is forthcoming, the President and Vice-President shall add the item to a meeting of the Executive as soon as is reasonable.
9. A violation of the Code of Conduct shall result in:
 - 9.1. The President and Vice-President writing a letter of censure marked “Personal and Confidential” to the Executive member in question. This occurs only after having such action discussed and agreed upon by a majority of Executive members present at an in-camera meeting of the Executive. A majority of Executive members at a meeting of the Executive shall immediately approve this decision;
 - 9.2. For a subsequent occurrence, at a meeting of the Executive, a motion of censure shall be presented against the Executive member in question; and
 - 9.3. For a third and subsequent occurrences, at a meeting of the Executive, a motion to remove the Executive member in question from one (1), or more, of all Executive appointments may be presented.
10. Depending on the significance of the violation, the Executive may omit steps in the process defined above or take alternate action if deemed more appropriate.

REFERENCES

Executive Policy 2.0 – Role of the Executive
Executive Policy 3.0 – Role of the Executive Member
Executive Policy 6.0 – Executive Member Code of Conduct
SSBA Governance Handbook