

EASTERN SHORES

SCHOOL BOARD

By-Law

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CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR THE COMMISSIONERS OF EASTERN SHORES SCHOOL BOARD.

1 Reference

Education Act (R.S.Q., Chapter I-13-3, section 175.1)

2 Title

This by-law is entitled: Code of Ethics and Professional Conduct for the Commissioners of Eastern Shores School Board.

3 Application

This by-law applies to every commissioner within the meaning of the Education Act.

4 Definitions

- A Review Committee:** Committee composed of three persons designated by law to examine a complaint of misconduct by a commissioner which is contrary to or contravenes the standards of this by-law.
- B School Commissioner:** Commissioner elected or appointed under the Act Respecting School Elections.
- C Parent Commissioner:** Commissioner representing the parents' committee.
- D Conflict of Interest:** Situation in which a Commissioner must choose between his or her personal interest and the interests of the School Board.

5 Duties and Responsibilities of Commissioners and Identification of Situations of Conflict of Interest

5.1 Discretion

A commissioner must demonstrate absolute discretion both during and after his or her term of office and must respect the confidential nature of the personal, commercial and scientific information obtained, particularly the information disclosed during meetings of School Board authorities held in camera.

5.2 Equity

A commissioner must abide by the rules and policies established by the School Board.

He or she must not use his or her position to obtain for his or her family or friends or for himself or herself services offered by the School Board to which he or she is not normally entitled.

5.3 Remuneration

A commissioner shall receive the remuneration determined by the Council of Commissioners in accordance with the law and the regulations.

5.4 Personal Integrity

As regards contracts or agreements to be negotiated or concluded with the School Board, a commissioner shall not use the information obtained in the exercise of his or her duties to derive a benefit to which he or she is not entitled or to which his or her family or friends are not entitled.

A commissioner shall disclose any situation that could possibly place his or her personal interests in conflict with those of the School Board.

A commissioner shall refuse and disclose to the School Board any offer of services or goods made to his or her advantage by a person who obtains or seeks to obtain a contract or any other benefit from the School Board.

6 Preventive Measures

Upon a commissioner's entry into office, he or she shall identify, in writing, on the form provided by the School Board, situations or relationships which might create a conflict of interest.

The School Board requires that this form be completed **AT LEAST** once a year and whenever a change occurs which might create a similar situation.

7 Enforcement Mechanisms

7.1 Setting up of review committee

EACH school year, the Council of Commissioners shall set up a committee composed of three commissioners and of the director general who acts as co-ordinator.

Two other commissioners shall be designated as alternative members; either one may serve to replace a member who is unavailable or against whom a complaint relating to this code has been brought.

The committee is responsible for implementing this Code of Ethics and Professional Conduct.

7.2 Sanctions

The procedures pertaining to the disqualification of a commissioner are prescribed by law.

8 Accessibility of Code

The Code of Ethics and Professional Conduct may be examined in the office of the Secretary General.