


Policy Name:	BOARD CODE OF CONDUCT	
Approved By:	President's Council & Board of Governors	
Approval Date:	November 16, 2012	
Next Scheduled Renewal Date:	N/A	
Policy Holder:	Board of Governors	
Operational Lead:	President and CEO	
Policy Number:	BRD-GP-003	

BOARD CODE OF CONDUCT POLICY

1.00 PURPOSE

- 1.1 The purpose of this policy is to state particulars of the ethical and businesslike conduct the Board of Governors of Coast Mountain College (CMTN) expects of itself and its members.

2.00 DEFINITIONS

- 2.1 None

3.00 POLICY STATEMENTS

- 3.1 The Board of Governors expects of itself and its members, ethical and businesslike conduct. This includes proper use of authority and appropriate decorum in group and individual behaviour when acting as Board members.
- a. Governing policies that, at the broadest levels, address:
- i. clarifying Ends statements
 - ii. values and operating principles
 - iii. specification of how the Board conceives, carries out, and monitors its own task
 - iv. focus on outcomes of the Ends.
- 3.2 Board of Governors' members shall act honestly, shall embody respect, and act in good faith with a view to the best interest of CMTN.
- 3.3 Board of Governors' members shall represent the interest of the Board as a whole.
- 3.4 To distinguish a Board member's own unique job from the work of the staff, the Board will concentrate its efforts on linking the College organization:
- a. with the people of the CMTN region
 - b. with governance in the college and institute system in British Columbia
 - c. with government
 - d. provincially, nationally, and internationally,

- 3.5 The Board in their commitment to excellence in governing shall:
 - a. operate in all ways mindful of its responsibilities under the [BC College and Institute Act](#) and governing legislation
 - b. strive for continuous improvement.
- 3.6 The Board of Governors may declare a vacancy on the board when:
 - a. a member dies or resigns
 - b. a member, other than the President & CEO or student representatives, who fails to attend three consecutive meetings without the Board’s permission, which may be given retroactively
 - c. a membership is terminated when an elected or appointed member becomes incapable of acting as a member to the appointing or electing body and has provided written notice to terminate. (Reference [Board Resourcing and Development](#) Office of the Premier, Province of British Columbia).
- 3.7 When an elected or appointed member’s position is vacant, the Board of Governors, through the chair, must notify the body of the elected or appointed vacancy, and request that the vacancy be filled for the remainder of the term.
- 3.8 When the Board of Governors has reasonably determined that a member has breached this code of conduct policy, it may petition the Minister to revoke the appointment of the member.

4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 4.1 [BC College and Institute Act](#)
- 4.2 [Board Resourcing and Development](#), Office of the Premier, BC

5.00 HISTORY

Created/Revised/Reviewed	Date	Author’s Name and Role	Approved By
Created	Nov. 16, 2012		President’s Council and Board of Governors