

Speech and Hearing BC Policy Statement & Procedures

I.6

AREA: Governance

SUBJECT: Code of Conduct for Provincial Council Members

POLICY:

Provincial Council (PC) Members must conduct themselves in a manner worthy of the honour of the position and serve as a positive example to all Speech and Hearing BC members.

PROCEDURE:

PC members will ensure that they fulfill their duties as members of a governing body, and the mandates of their specific positions by:

- Acting in their full capacity as directed by PC, the Bylaws, the Code of Ethics, and Speech and Hearing BC policies.
- Maintaining familiarity with the Bylaws, Code of Ethics, policies and other documents that relate to their position as a PC member, and their specific mandate.
- A PC member must not in any way disparage another PC member, for to do this would be deemed a contravention of the Code of Ethics.
- Maintaining a summary of their duties every year in office and passing this on to their successor at the AGM at the end of their term.
- Full attendance of PC meetings. If an absence is unavoidable, the PC member will make every reasonable effort to contact the President prior to the meeting and submit a written PC report.
- A PC member will not miss 2 consecutive PC meetings without the prior consent of the Executive Committee. If unable to comply with these attendance requirements, PC may request that the member step down from that position.
- PC reports are required for each meeting with or without attendance.
- Declaring any real or perceived conflict of interest in an issue being considered by PC, and adhering to the policy and procedures outlined in the policy on Conflict of Interest for PC Members.
- Addressing any conflict with appropriate conflict resolution strategies by following the steps outlined below in seeking conflict resolution:
 - If a PC member has an objection to the process in meetings, or actions of another PC member, he/she must approach, or write, the President.
 - In the case the complaint is against the President, he/she must approach the Past President.

- If this does not bring about a resolution he/she must present their concern, in writing, to the Executive Committee (EC) outlining the incident(s) and cause for concern.
- The EC will appoint an Ad Hoc Committee consisting of PC members who have familiarity with the topic at hand.
- The member whose conduct is in question may request the inclusion of a participant from the general membership on this committee.
- The Ad Hoc committee will then recommend a positive course of action to resolve the issue.