

CCBC Code of Conduct: Board and Committee Members

CCBC Board and Committee members are required to sign a Code of Conduct letter.

Please sign and return the Code of Conduct Letter

SECTION 1: VALUES

The Board of the College of Chiropractors of British Columbia (CCBC) believes that all contributions and opinions of Board and Committee Members are important. These members are expected to engage in candid and honest dialogue with respect for each other's differences. All are encouraged to speak openly at meetings without fear of censure.

SECTION 2: GENERAL CONDUCT

Each CCBC Board and Committee Member:

2.1 Exhibits loyalty to the organization:

- upholds the mission and goals of the College
- does not make prior commitments to vote in any given way on matters that may arise in the future
- accepts the decisions of the Board/committee
- supports the decisions of the Board/committee (whether or not there is personal agreement with the decision)
- represents or interprets the decisions of the Board/committee and the reasons for its decisions accurately and fully, when it is appropriate to do so

2.2 Strictly adheres to a high standard of integrity:

- demonstrates honesty and integrity
- maintains good standing in the College in order to continue to hold an elected position on the Board or membership on a standing committee
- does not accept gifts, favours or services other than customary courtesies
- avoids any real or perceived conflict of interest as outlined in Section 3
- refrains from acting in such a manner as to take improper advantage of the position while in office or after leaving office
- acts on real or apparent violations of the Code of Conduct as outlined in Section 4

2.3 Is diligent in performing the College's business:

- always acts in the best interest of the College
- prepares for meetings and public presentations
- attends meetings regularly
- is vigilant in monitoring compliance with the mandate of the College/committee
- is knowledgeable about relevant legislation
- carefully monitors College finances (board members)

2.4 Manages written materials as appropriate and, when necessary, keeps them confidential:

- holds secure all working documents obtained as a board/committee member until discussed by the Board/committee and exercises discretion in their use thereafter
- if unsure about the status of any information obtained treats it as confidential
- does not use confidential information for personal gain or for the gain of others
- disposes of confidential material in an appropriate manner

2.5 Uses discretion with College matters:

- behaves carefully, deliberately and cautiously when approaching decisions
- acts in good faith when doing College business
- deals with all College matters as would a reasonable and prudent person
- foresees possible outcomes of College decisions and intervenes appropriately when there may be negative outcomes
- speaks to others about College business only when it is appropriate and when clearly knowledgeable of the matter in question; when knowledge is insufficient, identifies this and refers the matter to others

SECTION 3: CONFLICT OF INTEREST

Board and committee members must refrain from placing themselves in any position in which there is a conflict of interest – actual, potential or perceived – between their CCBC responsibilities and their personal interests or their responsibilities to themselves or others.

3.1 The test for determining if a conflict of interest exists is based on whether it will affect, or may appear to affect or influence any decision or activity of the College in an improper way. Examples of conflict of interest:

- You are a friend of or work closely with or know pertinent and specific facts related to an individual who is being discussed by the Registration or Discipline Committees
- You are associated with people, who are in a position to be employed, contracted or make financial gain for services related to the issue being discussed/decided

3.2 If conflict may be present, members:

- immediately disclose any potential or real conflict of interest to the board chair, registrar, committee chair, or the Board or committee as a whole
- refrain from discussing or voting on issues about which they have a conflict, and remove themselves from the meeting when this is deemed appropriate by them or the group
- refrain from attempting to exert personal influence in connection with the issue being discussed/decided
- immediately question the possibility of conflict if they have reason to believe that another board/committee member has a conflict of interest

3.3 After the conflict of interest has been disclosed:

- the chair may recall the member to assist the Board/committee by answering pertinent questions relating to the facts
- the minutes will reflect conflict disclosure and whether the member withdrew from the meeting

3.4 Depending on the nature and extent of the conflict, it may be advisable that the member resign from the Board/committee.

SECTION 4: VIOLATION OF THE CODE

4.1 If CCBC board/committee members become aware of a board or committee member who is or appears to be violating the Code of Conduct, their first obligation is to speak directly to the person involved.

4.2 If there is not a satisfactory explanation for the behaviour or if the behaviour is not corrected, the information is given to the board chair or committee chair who will speak with the member and take such action as is considered appropriate.

4.3 If the behaviour is not resolved satisfactorily, the board or committee member who is alleged to have violated the Code of Conduct will be informed in writing and will be provided the opportunity to present his/her views of the alleged violation to the Board who will then decide on further action. This will include private or public censure such as removal from the committee or Board.

Code of Conduct Letter

I confirm that I have read and that I understand the Code of Conduct for CCBC Board and Committee Members.

I also confirm I will abide by the provisions set out under the Code of Conduct while serving as a member of the CCBC Board or a CCBC committee.

Signature: _____ Date: _____

Name _____

(Please print your name)

If you are a Committee member:

Committee Name _____

Please Return Your Signed Code of Conduct Letter By:

E-mail (Scanned Copy): info@chirobc.com

Or

Fax: 604-742-6471 Attention: Sandra Bao