



Code of Conduct for Councillors and Non- Council Committee Members

Policy 2.12

Section:	Governance		
Approved By:	Council	Public:	Yes
Approved Date:	September 23, 2014	Review Schedule:	Every 3 Years
Effective Date:	September 23, 2014	Last Reviewed:	September 2020
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Purpose

In carrying out its objects,¹ the duty of the College is to serve and protect the public interest. Council and its committees are committed to ensuring that, in all aspects of its affairs, the College maintains public trust by acting honestly and with integrity and in accordance with its mandate.

Application

Except where specifically stated otherwise, this policy applies to Councillors and Non-Council Committee Members. In this policy, Councillors and Non-Council Committee Members are together referred to as “members” and individually as a “member”.

Duties

Councillors have a fiduciary responsibility to the College as a result of being members of the College’s board of directors. This means that in the execution of College activities, the interests of the College must take priority over any other interest, including Councillors’ personal interests or those of any professional, socioeconomic, cultural, or geographic group or other constituency.

To carry out this duty, Councillors will pay due care and attention to College business. They will exercise skill and diligence in their College work and apply professional judgement carefully.

¹ The College’s objects are set out in section 3 of the Health Professions Procedural Code, being Schedule 2 of the *Regulated Health Professions Act, 1991*.

Members will serve on committees as appointed and take part in committee work diligently and actively.

Members shall comply with all laws applicable to the College, including, without limitation, the *Regulated Health Professions Act, 1991* (the RHPA), the *Medical Radiation and Imaging Technology Act, 2017* (the MRIT Act), the regulations made under either of those Acts and the College's by-laws. Members shall also at all times adhere to and respect the policies of the College and shall not engage in conduct or actions which are detrimental to the College or contrary to any of its policies.

Confidentiality

Every member must adhere to the provision regarding confidentiality set out in the RHPA which states that every member of a Council or committee of a College shall keep confidential all information that comes to their knowledge in the course of their duties and shall not communicate any information to any other person, except in certain limited circumstances.² Every member is required to sign a confidentiality agreement in the form approved by the College's Council at the commencement of the member's term of office, and thereafter when there are any changes to the form of confidentiality agreement.

Personal Conduct

All members must conduct themselves in a professional, respectful and courteous manner when conducting College business. Members must not engage in verbal, physical or sexual harassment.

Councillors and Non-Council Committee Members shall act independently by making decisions impartially, fairly, using the best available evidence and avoiding discrimination or bias. They shall not exercise individual authority or influence over other members or staff, especially outside of meetings, which might have the effect of creating factions or limiting open discussion.

Members shall approach every issue with an open mind and impartially and will express their perspectives when called upon. Members shall recognize and welcome the contribution of all, respecting the value of diverse backgrounds, skills and experience. Members will strive for mutual understanding and will respect the finality of decisions made by the group.

The authority of the President of Council and the chairs of the committees must be respected by all members.

Members will respond promptly to all communication received from College staff or Council.

Members shall not direct the work of individual College staff.

Council and Committee Communications

² Section 36(1) of the *Regulated Health Professions Act, 1991*.

In interactions with each other about College business, members shall support transparency by being honest and accurate in all communications and being transparent in providing the reasons and supporting rationales contributing to all decisions.

Members acknowledge that once a decision has been reached, all Council and committee actions and decisions must be supported by all members. The Council and committees speak with one voice. Those members who have abstained or voted against a motion must adhere to and support the decision of the Council or committee.³

Spokespersons

The President is the official spokesperson for the Council. It is the role of the President to represent the voice of the Council to all stakeholders.

The Registrar & CEO is the official spokesperson for the College. It is the role of the Registrar & CEO to represent the voice of the College to all stakeholders.

No member shall speak or make representations on behalf of the Council, the College or its committees unless authorized by the President (or, in the President's absence, the Vice-President) and the Registrar & CEO or by the Council. When so authorized, the member's representations must be consistent with accepted positions and policies of the College.

Media Contact and Public Discussion

News media contact and statements and public discussion of the College's affairs should only be made through one of the official spokespersons or other spokesperson authorized in the manner described above. Any member who is questioned by news reporters or other media representatives should refer such individuals to the Registrar & CEO.

Public Representation of College Role

Members will refrain from including or referencing Council or Committee titles or positions held at the College in any personal or non-College business correspondence or promotional materials, including on social media. Referencing one's titles or positions held at the College in one's curriculum vitae is acceptable so long as the curriculum vitae is not overtly used in a promotional manner.

³ There may be circumstances where it is appropriate for a Councillor or Non-Council Committee Member who disagrees with the majority decision to write a dissent.

Meeting Conduct

In accordance with this Code of Conduct, each member agrees to:

1. Attend the meetings, workshops or educational sessions of Council and/or the committees to which they are appointed, and be punctual
2. Notify the Registrar & CEO or staff support person in a timely fashion, in writing or otherwise, if the member is unable to attend a Council or committee meeting and provide a reason for the absence
3. Prepare for each meeting by reading the agenda material prior to the meeting
4. State their position and perspective on issues in a clear and respectful manner
5. Demonstrate adaptability by considering the views of other members and of stakeholders
6. Work collaboratively to seek consensus, by considering the opinions of others, striving for integration of viewpoints, building on ideas and engaging in open and honest discussion and debate
7. Be aware of and responsive to the impact of bias, language used and the words chosen to avoid unintended harm to others
8. Pay full attention to the meeting business – avoiding side-bar conversations, taking of phone calls, checking of email on mobile devices, reading of unrelated material, etc.
9. Refrain from speaking when others are speaking and wait to be recognized by the Chair before speaking
10. Be respectful of the authority of the President or Chair of the committee
11. Participate fully in any evaluation processes or continuous quality improvement processes

Code of Conduct Violations

Concerns related to the conduct of a Councillor or Non-Council Committee Member should be brought to the attention of the President or Registrar. The President and Registrar shall discuss the matter and determine whether it is appropriate to meet with the Councillor or Non-Council Committee Member to seek a satisfactory resolution. Should this not be possible, or should the concerning behaviour be repeated or continued, the matter should be brought by the President to Council for consideration of potential sanctions.

Council shall adopt a process to deal with alleged breaches of the Code of Conduct that is consistent with the rules of order of Council and provides the person whose conduct has been called into question an opportunity to respond.

When Council determines that a breach of the Code of Conduct has taken place, it may impose a sanction that may include one or more of the following:

- request that the member take appropriate remedial or corrective action in accordance with the circumstances, which might include changes to behaviour, specific training, removal of the individual from committees, task forces or other work,
- ask the member to resign, or
- remove the member from office in accordance with the by-laws or, if the member is a Publicly-Appointed Councillor, submit a written report to the Minister, detailing the circumstances of the breach and requesting rescission of the appointment.

Acknowledgement

Each member must adhere to this Code of Conduct and commit to support the College's standards set out in applicable legislation, policies and guidelines.

Each member will review and affirm their commitment to and compliance with the College's Code of Conduct at the commencement of the member's term of office, and thereafter when there are any changes to this Code of Conduct.

ACKNOWLEDGEMENT AND AGREEMENT

TO: COLLEGE OF MEDICAL RADIATION AND IMAGING TECHNOLOGISTS OF ONTARIO (“the College”)

I acknowledge, as a Councillor or a Non-Council Committee Member, that I have read and understand the Code of Conduct of the College and agree to conduct myself in accordance with the Code of Conduct.

Signature of member

Print name of member

Date