

## **Schedule "A"**

### **CODE OF CONDUCT FOR COUNCILLORS, VOLUNTEERS, AND STAFF**

- 1.1 Councillors, volunteers and staff shall at all times act in compliance with all Association of Nova Scotia Land Surveyors (ANSLS) By-Laws and Policies.
- 1.2 Council expects ethical and businesslike conduct of its Councillors, volunteers and staff. Council works to set the policies and strategic direction for the ANSLS. Councillors, volunteers and staff shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 1.3 Councillors, volunteers and staff must be loyal to the ANSLS and adhere to the conflict of interest policy in the By-Laws. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, individual land surveyors, or membership in other organizations. It also supersedes the personal and business interests of any Councillor, volunteers or staff.
- 1.4 Councillors, volunteers and staff shall respect the confidentiality applicable to the Council's deliberations or materials. Confidential or proprietary information must be safeguarded and shall not be disclosed externally. All Councillors, volunteers and staff shall sign confidentiality agreements.
- 1.5 Individual Councillors, and volunteers shall not exercise authority over the Executive Director or staff of the ANSLS.
- 1.6 Councillors, volunteers and staff are accountable to exercise the powers and discharge the duties of their office honestly and in good faith.
- 1.7 Council is committed to effective decision-making. Once a decision has been made, it becomes the position of the ANSLS.
  - 1.7.1 Council will endeavour to make decisions by consensus. A consensus decision is one that can be supported by all councillors and staff, provided that all points of view have been reasonably considered. Where this is not possible, decisions will be made by majority vote unless otherwise required in the By-Laws.
  - 1.7.2 Council will encourage and provide an atmosphere conducive to the respectful expression of different viewpoints and perspectives since a broad range of ideas increases the potential for more informed and effective decisions. Councillors and staff shall respect each other's contribution to the discussion and encourage each other to present their views.
  - 1.7.3 Councillors, volunteers and staff have an obligation to ensure that their opinions and views are expressed appropriately.
  - 1.7.4 Councillors, volunteers and staff have an obligation not to undermine the decisions of Council. Council decisions may be revisited in appropriate circumstances using accepted rules of procedure.
  - 1.7.5 Councillors, volunteers and staff shall refrain from criticising in a public forum the actions or decisions of Council.
- 1.8 Councillors, volunteers and staff acknowledge and appreciate that time is at a premium for volunteers. Councillors, volunteers and staff shall strive to manage time effectively and agree to come prepared for meetings. Councillors, volunteers and staff will be familiar with council or committee meeting materials which are pre-circulated.
- 1.9 Should a member of Council obtain employment with the ANSLS, they must resign from Council.