



CCLA COMMITTEE MEMBERS' CODE OF CONDUCT

Preamble

The Board of The County of Carleton Law Association (the “Association”) has adopted the following Code of Conduct for all CCLA Committee members. The Code of Conduct is intended to provide guidance regarding the conduct of CCLA Committee members. CLA Committee members affirm their endorsement of the Code and acknowledge their commitment to upholding its principles and obligations during their term of service as a CCLA Committee Member.

The Code does not address every situation that may be encountered, and is not a substitute for the exercise of good judgment and common sense. A Committee member who has a question about a particular circumstance that may implicate a provision of this Code should address the question with the President of the CCLA Board.

CCLA Committee Members Code of Conduct

Members of each CCLA Committee shall at all times abide by and conform to the following Code of Conduct in their capacity as Committee members.

1. Committee members shall abide in all respects by the Code of Conduct, and all other by-laws, policies, rules, regulations and resolutions of the Board and of the Association and shall ensure that his or her membership in the Association remains in good standing at all times.
2. Committee members shall comply with all applicable federal, provincial and local laws and regulations as well as the Law Society of Upper Canada’s Rules of Professional Conduct. Compliance with the law, however, is the minimum standard of expected behaviour. Committee members shall also adhere to the highest ethical standards, and shall not engage in conduct which will negatively affect the credibility or standing of the Association in the legal community or the community at large.
3. Committee members shall regularly attend scheduled Committee meetings.
4. Committee members shall carry out the mandate of the Committee in good faith and with honesty, integrity, due diligence, and competence. Committee members must make themselves familiar with, and at all times work to advance, the Mission and Strategic Direction of the Association as adopted from time to time by the Association.
5. Committee members shall exercise proper authority and good judgment in their dealings with Association staff, volunteers, and the general public and will respond to the needs of the Association’s members in a responsible, respectful, and professional manner.

6. The Executive Director, reporting to the President, is responsible for the management and direction of staff of the Association. A Committee member shall not provide direction to staff except when such authority has been delegated by the President.
7. The relationship between the Executive Director, the Association and its Committees shall be characterized by mutual respect, flexibility, trust, and joint participation.
8. Except as the Board may otherwise require or as otherwise required by law, no Committee member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the Committee or the Association or the private personal information of fellow Committee members. Each Committee member shall uphold the strict confidentiality of all confidential deliberations of the Committee.
9. No Committee member shall use any information provided by the Association or acquired as a consequence of his or her service to the Association as a Committee member in any manner other than in furtherance of his or her duties.
10. Committee members shall dedicate themselves to leading by example in serving the needs and mandate of the Committee and its members, and also in representing the interests and ideals of the professional legal community in general.
11. Committee members shall act at all times in the best interests of the Committee and the Association and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, Committee members shall identify the conflict and, as required, remove themselves from all discussion and voting on the matter.
12. Committee members shall avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the Committee or the Association.
13. Committee members shall not abuse Committee membership by improperly using Committee membership or the Association's staff, services, equipment, resources, or property for personal or third-party gain or pleasure.
14. Committee members shall not represent to third parties that authority as a Committee member extends any further than that which it actually extends.
15. Committee members shall not engage in any outside business, professional or other activities that would directly or indirectly adversely affect the Committee or the Association.
16. Committee members shall not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the Committee or the Association without fully disclosing such items to the Committee and the Association.
17. The President of the Board shall be the only individual authorized to speak publicly on behalf of the Committee, unless otherwise directed by the President or the Board. Furthermore, members of the Committee shall not give the appearance of speaking on behalf of the Committee or the Association.

18. Once a decision of the Committee has been made, all Committee members must support that decision, subject to permission being granted by the President to a Committee member to express his/her personal views while still showing respect for the will of the Committee.
19. Committee members shall not engage in or facilitate any discriminatory, harassing or threatening behaviour towards any individual, whether verbally, physically, or otherwise.
20. Committee members are obligated to act with proper decorum. Although they may disagree with the opinions of others on the Committee, they must act with respect and dignity and not make personal attacks on others. Committee members shall conduct themselves with courtesy towards each other and towards all others with whom they have dealings in their capacity as Committee members.
21. The Committee will create and foster an open atmosphere, which welcomes and encourages diverse opinions and points of view, but will also strive to find the common ground necessary to build consensus on all issues it faces.
22. Any person may lodge a complaint against a Committee member to the Association. Any such complaint must be investigated by the Board in reasonable time and acted upon, if appropriate.
23. No Committee member shall threaten or retaliate against any individual who brings information to the Board regarding improper actions of a Committee member.
24. Committee members shall treat all documents (including electronic and hard files) received in their capacity as Committee members as confidential (unless the document is or becomes publicly available by the Association), and the exclusive property of the Association. Upon termination of service, a retiring Committee member will hold any such documents in trust for the Association and shall return such documents on request by the Association. Such return will not abrogate the retiring Committee member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the Committee.

This Code of Conduct shall be effective when approved by ordinary resolution of the Board.

Board Approved – 2017-01-18