

**TRUSTEE CODE OF CONDUCT SANCTIONS**

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 5. The failure by Trustees to conduct themselves in compliance with this policy may result in the Board of Trustees instituting sanctions.
2. A Trustee who believes that a fellow Trustee has violated the Code of Conduct should seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
3. A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall file a letter of complaint with the Chair or Vice Chair within thirty (30) days of the alleged event occurring, and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee. The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise applicable, in what follows, by the Vice Chair, within five (5) days of receipt by the Chair of the letter of complaint.
4. When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Board of Trustees may be disclosed by the Chair only at the direction of the Board of Trustees, following the disposition of the complaint by the Board of Trustees at a hearing.
5. To ensure that the complaint has merit to be considered and reviewed, at least one other Trustee of the Board must provide to the Chair within three (3) days of the notice in writing of the complaint being forwarded to all Trustees, a letter indicating support for having the complaint be heard at a hearing. Any Trustee who forwards such a letter of support shall not be disqualified, from attending at and deliberating upon, the complaint at a hearing convened to hear the matter, solely for having issued such a letter.
6. Where no letter supporting a hearing is forthcoming, the complaint shall not be heard. The Chair shall notify all other Trustees in writing that no further action of the Board shall occur.

7. Where a letter supporting a hearing is forthcoming, the Chair shall add the item to a meeting of the Board of Trustees as soon as is reasonable.
8. A violation of the Code of Conduct shall result in:
  - 8.1 The Chair writing a letter of censure marked "Personal and Confidential" to the Trustee in question. This occurs only after having such action discussed and agreed upon by a majority of Trustees present at an in-camera meeting of the Board of Trustees. A majority of Trustees at a public meeting of the Board of the Trustees shall immediately approve this decision;
  - 8.2 For a subsequent occurrence, at a public meeting of the Board of Trustees, a motion of censure shall be presented against the Trustee in question; and
  - 8.3 For a third and subsequent occurrences, at a public meeting of the Board of Trustees, a motion to remove the Trustee in question from one (1), or more, of all Board of Trustees appointments may be presented.
9. Depending on the significance of the violation, the Board of Trustees may omit steps in the process defined above or take alternate action if deemed more appropriate.

Amended: January 23<sup>rd</sup>, 2020