

SECTION 5

Committee Policies

There are three different types of committees operating at the BCIA.

1. Council Committees – These are committees appointed by the Council, which operate on an on-going basis. When Councillors serve on a Council Committee, they assist the organization in meeting its responsibilities under its legislated mandate. They participate on the Council Committee on the same basis as any other volunteer with no special authority to act on behalf of BCIA beyond the limits of the Terms of Reference of the Committee.
2. Council Task Forces - These are committees appointed by the Council to develop policy recommendations that will be considered by Council, or research policy issues on behalf of Council. When created, each Task Force is given a termination date for its activities. When Councillors serve on a Task Force, they assist the organization by developing policy alternatives and recommendations for the Council's consideration. Councillors participate on the Task Force on the same basis as any other volunteer with no special authority to act on behalf of BCIA beyond the limits of the Terms of Reference of the Task Force.
3. Executive Director/Registrar (ED/R) Working Committees – These are committees appointed by the ED/R. When Councillors serve on an Executive Director/Registrar Committee, they assist the ED/R in meeting his administrative responsibilities at BCIA. ED/R Committees get their Terms of Reference from the Executive Director/Registrar and Councillors who serve on such committees report to the Executive Director/Registrar.

COMMITTEE CODE OF CONDUCT

1. Committee members shall adhere to BCIA's Committee Conflict of Interest Policy, avoiding, in fact and perception, conflicts of interest and immediately disclosing possible conflicts to the committee.
2. Committee members shall endeavour to direct the activities of the committee as a whole rather than in their own interest or that of any specific group or Branch.
3. Committee members shall maintain the confidentiality of the details and dynamics of committee discussions, as well as those items designated as confidential.
4. Regardless of their personal viewpoint, committee members shall not speak against, or in any way undermine committee solidarity once a committee decision has been made.
5. Committee members are expected to attend all committee meetings. Committee members shall be prepared to commit sufficient time and energy to attend to committee business.
6. Committee members' contributions to discussions and decision-making shall be positive and constructive and committee members' interactions in meetings shall be courteous, respectful and free of animosity.
7. Committee members shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
8. Committee members shall not attempt to exercise individual authority or undue influence over the committee.

Committee Member Signature/Date

COMMITTEE CONFLICT OF INTEREST POLICY

Definition

1.1 A “conflict of interest” is any situation where

- (a) Your personal interests, or
- (b) Those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation could influence your decisions and impair your ability to
 - (i) act in the BCIA’s best interests, or
 - (ii) represent the BCIA fairly, impartially and without bias.

It is important to note that a “conflict of interest” exists if the decision could be influenced; it is not necessary that influence takes place.

General duties

2.1 Unless authorized to do so by the committee, or by a person Council designates, you may not

- (a) Act on behalf of the BCIA, or deal with the BCIA, in any matter where you are in a conflict of interest or appear to be in a conflict of interest, nor
- (b) Use your position, office or affiliation with the BCIA to pursue or advance your personal interests or those of a person described in paragraph 1.1(b).

2.2 The “appearance of a conflict of interest” occurs when a reasonably well informed person could have a reasonable perception that you are making decisions on behalf of the BCIA that promote your personal interests or those of a person described in paragraph 1.1(b).

2.3 You must immediately disclose a conflict of interest to the committee either in writing or as minuted at a committee meeting. It is important to make the disclosure when the conflict first becomes known. If you do not become aware of the conflict until after a matter is concluded, you must, nevertheless, still make the disclosure immediately.

2.4 If you are in doubt about whether you are or may be in a conflict of interest, you must request the advice of the committee or a person the Council designates.

1.2 Unless otherwise directed, you must immediately take steps to resolve the conflict or remove the suspicion that it exists, by

- Promptly declaring to the committee any conflict of interest as defined by this policy and asking that such declaration be recorded in the minutes
- Excusing yourself from the portion of the committee meeting where the matter giving rise to the conflict of interest is being discussed
- Refraining from all discussion of the matter giving rise to the conflict of

- interest, at any meeting of the committee or elsewhere
- Refraining from voting on the matter giving rise to the conflict of interest, at any meeting of the committee.

More About Avoiding a Conflict of Interest

3.1 You must not

- (a) Use your relationship on the committee to confer a benefit on a person described in paragraph 1.1(b). This duty does not prevent you or anyone else from conducting business with other people connected with the BCIA
- (b) Personally benefit from any business activity involving the committee except in unique situations, authorized by the Council
- (c) Indirectly benefit from any business activity involving the committee except in unique situations, authorized by the Council.

3.2 An “indirect benefit” is

- (a) A benefit derived by a close friend, family member, business associate, or a corporation or partnership in which you hold a significant interest, or
- (b) A benefit which advances or protects your interests although it may not be measurable in money.

Using BCIA Property and BCIA Information

4.1 You must have authorization from the Council, or from a person the Council designates,

- (a) To use, for personal purposes, property owned by the BCIA, or
- (b) To purchase BCIA property unless it is through channels of disposition equally available to the public. Even then you may not purchase the property without authorization if you are involved in some aspect of the sale.

4.2 You may not take personal advantage of an opportunity available to the BCIA unless

- (a) It is clear that the BCIA has irrevocably decided against pursuing the opportunity, and
- (b) The opportunity is equally available to BCIA members of the public.

4.3 You may not use your position with the committee to solicit any BCIA stakeholder for a personal business or one operated by a close friend, family member, business associate or a corporation or partnership in which you hold a significant interest. This duty does not prevent you or anyone else from transacting business with other people connected with the BCIA.

4.4 “Committee information” is information that is acquired solely by reason of involvement with the BCIA and which the BCIA is under an obligation to keep confidential.

4.5 You may use committee information only for committee purposes.

4.6 You must not use committee information for your personal benefit.

4.7 You must protect committee information from improper disclosure.

4.8 You must report to the committee, or to a person Council designates, any incident of abuse of committee information.

4.9 You may divulge committee information if

- (a) You are authorized by the committee or by a person designated by the Council to release it, and
- (b) It is to a person who has a lawful right to the information.

4.10 If you are in doubt about whether committee information may be released, you must request advice from the committee or from a person the Council designates.

Rules About Gifts

5.1 You may accept a gift made to you because of your involvement on the committee only in the following circumstances:

- (a) The gift has no more than token value
- (b) It is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together
- (c) The exchange is lawful and in accordance with local ethical practice and standards, and
- (d) The gift could not be construed by an impartial observer as a bribe, pay-off or improper or illegal payment.

5.2 You may not use BCIA property to make a gift, charitable donation or political contribution to anyone on behalf of the BCIA. Any gift must have the authorization of the Council or a person the Council designates.

Guidelines for Authorizing a Transaction From Which a Member May Derive a Benefit

6.1 Even if you are not a committee member, if you are in a position to influence decisions made on behalf of the BCIA, the committee must treat you as if you are a committee member.