

<b>Elected Official Code of Conduct</b>		
<b>Parent Policy:</b>	Union Bylaw	
<b>Related Documents:</b>	SLC Complaint Procedure	
<b>Approval Authority:</b>	Students' Legislative Council	
<b>Passed:</b>	January 16, 2018	
<b>Amended:</b>	January 10, 2023	

## 1 Purpose

- (1) The purpose of this policy is to:
- (a) outline the expectations for the behaviour of **Elected Officials** in the execution of their role and responsibilities, and while representing the **SU**; and
  - (b) enforce a commitment to the **SU**'s core values, good governance, and professionalism.

## 2 Scope

- (1) This policy applies to the conduct of all **Elected Officials** for the duration of their term of office.

## 3 Definitions

- (1) In this policy:
- (a) "**Active Member**" is defined by the Union Bylaw as "a student at the University of Calgary who meets the qualifications for membership;"
  - (b) "**Elected Official**" is defined by the Union Bylaw as "anyone who currently holds an elected position of the Union or who is duly appointed to fill such a position. This includes current **SLC** members, the current Board of Governors and Senate Student-at-Large Representatives;"
  - (c) "**SLC**" means the Students' Legislative Council;
  - (d) "**SU**" means the Students' Union, the University of Calgary; and
  - (e) "**Private Benefit**" is defined by the Union Bylaw as "any direct professional or monetary benefit to an **Elected Official** or Directly Associated Person, except when they benefit as part of a broader class of students; any gift to such a person exceeding token significance or value; or appointment of such a person to a position or role inside or outside the Students' Union."

## 4 Compliance with Laws and Policies

- (1) **Elected Officials** must comply with:

- (a) **Union Policy**, including applicable **SU** human resource management policies, such as:
  - (i) the Workplace Harassment, Sexual Harassment, and Sexual Violence Prevention Policy; and
  - (ii) the Workplace Violence Prevention Policy;
- (b) University of Calgary policies and procedures, particularly including:
  - (i) the [Student Non-Academic Misconduct Policy](#) and any related policies or procedures; and
  - (ii) the [Partisan Political Activities Policy](#); and
- (c) municipal, provincial, and federal law.

## 5 Representing the SU

- (1) An **Elected Official** is considered to be representing the **SU** when:
  - (a) attending an event or meeting of the **SU**;
  - (b) making decisions, including financial decisions, within the purview of their role as an **Elected Official**;
  - (c) formally engaging with stakeholders by virtue of their position as an **Elected Official**, including with **Active Members**, government officials, and University of Calgary staff or faculty;
  - (d) engaging with the media on behalf of the **SU** or **Active Members**, including:
    - (i) on-campus media such as the Gauntlet, CJSW, or NUTV; and
    - (ii) off-campus media;
  - (e) attending a meeting of or otherwise engaging with a body of the University of Calgary by virtue of their position as an **Elected Official**, such as:
    - (i) General Faculties Council or its committees;
    - (ii) the University of Calgary Senate or its committees;
    - (iii) the University of Calgary Board of Governors or its committees;
    - (iv) faculty councils or their committees; or
    - (v) other bodies that they may be appointed to during their term of office;
  - (f) interacting with **Active Members** in a way that is required by their role as an **Elected Official**;

- (g) using **SU** resources or facilities, including:
  - (i) official **SU** social media accounts or platforms;
  - (ii) **SU** funds or equipment;
  - (iii) **SU** owned or managed spaces;
- (h) they take action or make representations that could be otherwise reasonably interpreted as being representative or on behalf of the **SU**, including when:
  - (i) engaging with stakeholders in any capacity, including **Active Members**, government officials and University of Calgary staff or faculty;
  - (ii) engaging with student clubs; and
  - (iii) wearing easily identifiable **SU** apparel or insignia; or
- (i) their conduct can otherwise be reasonably perceived to bring the **SU** or **Active Members** into disrepute.

## 6 General

- (1) **Elected Officials** must conduct themselves in a way that fosters a respectful, professional working environment.
- (2) **SLC** may establish performance indicators as an appendix to this policy to guide **Elected Officials** in reviewing their conduct and setting goals for their performance in their roles, for which:
  - (a) appropriate uses include:
    - (i) informal self-evaluations by **Elected Officials**;
    - (ii) guiding conversations around the performance of **Elected Officials**, particularly when the performance of an **Elected Official** causes substantive issues; or
    - (iii) filing an official complaint of consistently and substantively insufficient performance; and
  - (b) inappropriate uses include:
    - (i) harmful, personally targeted criticisms of an **Elected Official**, particularly while in meetings; or
    - (ii) filing an official complaint over frivolous, vexatious, trivial, or otherwise unreasonable matters.
- (3) When representing the **SU**, **Elected Officials** must:

- (a) maintain a reasonable, professional standard of behaviour, including regarding language, including subject matter, profanity, and respect for parties both present and absent;
  - (b) dress appropriately and professionally;
  - (c) confer with the General Manager or designate prior to speaking with on-campus or off-campus media; and
  - (d) represent the interests of **Active Members**, consistent with the purposes of the University of Calgary.
- (4) **Elected Officials** must not:
- (a) neglect their official role, responsibilities, or duties, including when seeking election or re-election to an **Elected Official** position as an incumbent;
  - (b) unreasonably delay, impede, or interfere with official meetings or functions of the **SU** or its employees in the performance of their duties;
  - (c) support or engage in harmful discriminatory conduct, meaning negative treatment of a person or group based on personal characteristics, including but not limited to the protected grounds defined by the Alberta *Human Rights Act* and socioeconomic status;
  - (d) abuse or misuse the authorities of their office or role, such as by:
    - (i) supporting or engaging in behaviour that they know or reasonably should know to be threatening, coercive, or intimidating;
    - (ii) engaging in acts of retaliation, especially when drawing upon explicit or implicit authorities of their office or role; or
    - (iii) make false representations in the exercise of the authorities of their office or role, including to improperly or excessively use their authorities to obtain or provide a benefit to themselves or a directly associated person or organization;
  - (e) support or engage in behaviour that they know or reasonably should know to be bullying or harassing;
  - (f) interfere with the functions of the Review Board or Tribunal, including by:
    - (i) concealing the ability to apply for the appeal of a decision;
    - (ii) making frivolous, vexatious, or vindictive appeal applications; or
    - (iii) attempting to unduly influence any process or decision of the Review Board or Tribunal, including those regarding the consequences of their own action or inaction;
  - (g) interfere with the administration of **SU** elections, including by:

- (i) interfering with the Chief Returning Officer or other **SU** employees delegated responsibility for the administration of the electoral process; or
- (ii) providing guidance or assistance to a candidate or potential candidate in an **SU** election which is not equally available to other candidates or potential candidates; and
- (iii) as an incumbent **Elected Official**, serving as a campaign manager or volunteer for any candidate in an **SU** election;
- (h) knowingly permit others to make false representations to the **SU** or other **Elected Officials**; or
- (i) possess or consume alcohol, cannabis, or other intoxicants in **SU** offices, per the University of Calgary [Alcohol Policy](#).

## 7 Partisan Political Activity

- (1) An **Elected Official** who wishes to participate in Partisan Political Activity must:
  - (a) not do so while representing the **SU**, or in a way that could reasonably be perceived as being representative of the **SU**, **SLC**, or of other **Elected Officials**;
  - (b) not use **SU** resources to do so; and
  - (c) notify the General Manager or designate.
- (2) For the purposes of subsection (1), “Partisan Political Activity” means action that supports or opposes a political party or candidate at the municipal, provincial, or federal levels of government, including:
  - (a) seeking nomination as, or being a candidate for election;
  - (b) volunteering for a political party, candidate, or elected government official;
  - (c) participating in campaign events or visits from candidates or their representatives in relation to a partisan political electoral campaign;
  - (d) soliciting fundraising or political donations; and
  - (e) soliciting petition or nomination signatures.

## 8 Conflicts of Interest

- (1) An **Elected Official** has a conflict of interest when they are engaged in a decision-making process and they know or reasonably ought to know that the decision may result in a real or perceived **Private Benefit** to themselves or a person or organization directly associated to them, including but not limited to when they are:

- (a) involved in a selection process in which they or a person or organization directly associated to them are a candidate, such as for:
    - (i) Quality Money funding;
    - (ii) Undergraduate Research Symposium selection or awards; or
    - (iii) other awards, grants, scholarships, or recognitions;
  - (b) increasing remuneration for themselves or a person or organization directly associated to themselves; or
  - (c) involved in a funding decision for a student organization or club in which they are an officer or executive.
- (2) Unless otherwise determined by **SLC** or the appropriate governing authority, an **Elected Official** does not have a conflict of interest when:
- (a) voting to include themselves in a committee or other body;
  - (b) voting on their own term excusal motions for **SLC** or General Faculties Council meetings;
  - (c) voting to approve a submission list that includes an individual submission to which they or a person or organization directly associated to them have contributed;
  - (d) when the decision would benefit a larger group of **Active Members** to which they belong, such as decisions made that affect an entire faculty;
  - (e) when voting to amend a meeting agenda to include a matter with which they have a conflict of interest; or
  - (f) when involved in a funding decision for a student organization or club in which they are not an officer or executive.
- (3) An **Elected Official** who has or suspects they may have a real or perceived conflict of interest must disclose their conflict to the chair of a given governing authority prior to any official discussion, debate, or vote on the matter.
- (4) The chair of a governing authority, such as **SLC** or a committee, may determine in accordance with this policy whether a suspected conflict of interest that is disclosed to them is an actual conflict of interest, subject to appeal by a two-thirds vote of the appropriate governing authority.
- (5) An **Elected Official** who has or is determined to have a conflict of interest must:
- (a) not participate in any official discussion or debate on the matter with which they have a conflict of interest;
  - (b) respect and maintain the appropriate level of confidentiality;

- (c) abstain from voting on the matter with which they have a conflict of interest.

## 9 Use of SU Resources

- (1) **Elected Officials** may only use **SU** resources and facilities:
  - (a) for activities on behalf of the **SU** and within the scope of their responsibility;
  - (b) when permitted by **Union Policy**; or,
  - (c) for non-substantive personal use, at the discretion of the General Manager or designate.
- (2) **Elected Officials** must adhere to all applicable laws and policies regarding the sustainable use, maintenance, documentation, and disposal of **SU** resources and facilities.
- (3) **Elected Officials** must demonstrate respect for **SU** facilities and spaces, including office spaces and must:
  - (a) take reasonable responsibility for the cleanliness and maintenance of those facilities or spaces; and
  - (b) assume responsibility for the conduct of any guests invited to use or occupy those facilities or spaces.

## 10 Confidentiality

- (1) **Elected Officials** must maintain the highest standards of confidentiality by:
  - (a) disclosing appropriate levels of information at appropriate times;
  - (b) safeguarding sensitive legal, strategic, or personal information disclosed in confidence or by accident;
  - (c) respecting the privacy of closed or in-camera meeting sessions;
  - (d) protecting information that affects the well-being of the students of the University of Calgary;
  - (e) refraining from discussing details of contracts and business arrangements, including donations or terms of employment;
  - (f) safeguarding details of decisions, processes, investigations, or policy changes which have not yet been finalized or made public;
  - (g) complying with applicable privacy or confidentiality policies or law;
  - (h) respecting the confidentiality of any other organizations of which they are a member;
  - (i) not using confidential information in any way which might constitute a **Private Interest or Benefit**; and

- (j) properly disposing of confidential information.
- (2) **Elected Officials** may consult with appropriate **SU** employees without breaching confidentiality.

## 11 Enforcement and Complaints

- (1) An **Elected Official** who does not comply with this policy commits misconduct.
- (2) When reasonable and appropriate, misconduct should first be addressed informally, with a private discussion between an appropriate authority and the **Elected Official**.
- (3) Misconduct may be reported and addressed in accordance with the SLC Complaint Procedure.
- (4) An **Elected Official** who makes frivolous, vexatious, trivial, or vindictive complaints of misconduct against another **Elected Official** commits misconduct.
- (5) Complaints which are not provable do not necessarily constitute frivolous complaints.
- (6) Except to refer misconduct to the SLC Complaint Procedure or carry out proceedings as set out in the SLC Complaint Procedure, **SLC** shall not otherwise address misconduct in an **SLC** meeting.
- (7) Nothing in this policy prevents external organizations, including the University of Calgary, from proceeding with criminal, administrative, or civil actions, independent of any **SU** action.

## 12 Review

- (1) The Policy Development and Review Committee is responsible for reviewing this policy at least once every three years.

### History:

- January 16, 2018 (SLC Resolution 75.25): Approved and enacted.
- August 28, 2018 (SLC Resolution 76.10): Amended.
- January 15, 2019 (SLC Resolution 76.33): Amended.
- January 10, 2023 (SLC Resolution 80.38): Amended and renamed from “SLC Code of Conduct.”

## Appendix A: Performance Indicators for Elected Officials

These performance indicators, established in accordance with section 6(2) of the Elected Official Code of Conduct, are designed to assist Elected Officials in reviewing their conduct and setting goals for their performance in their roles. This includes informal self-evaluations and guiding conversations amongst Elected Officials such as in “squad meetings.” These indicators can be referred to in an official complaint of consistent, substantively insufficient performance, but specific policy sections should be included in any official complaint, in addition to reference to these indicators.

These indicators are not to be used for personally targeted criticisms, or to be used to file frivolous, vexatious, trivial, or otherwise unreasonable complaints. The SU prioritizes a safe, transparent, and inclusive learning environment for student leaders, and acknowledges that mistakes made in good faith serve as important learning opportunities.

### *Accountability*

- **Insufficient:** Does not follow through with promises or expectations, including meeting attendance. Makes dishonest representation of effort. Does not discuss goals and progress with Executives, or provide reports in a timely manner. Neglects core responsibilities. Makes uninformed decisions.
- **Competent:** Provides accurate and timely reports. Meets with Executives to discuss goals and progress. Attends required meetings whenever possible. Makes informed decisions. Connects with relevant stakeholders, such as faculty/department clubs, in cooperation with other representatives of their faculty, if any.
- **Excellent:** Initiates consultation with relevant stakeholders. Stays current with issues which affect the entire faculty and the university. Proactively reaches out to identify issues and opportunities. Helps others hold themselves accountable.

### *Transparency*

- **Insufficient:** Willingly withholds information that is not confidential. Unable or unwilling to explain how and why decisions were made. Deliberately obscures meaning with acronyms and other jargon.
- **Competent:** Admits to gaps in knowledge and follows up once an answer is identified. Can clearly explain how and why decisions were made.
- **Excellent:** Proactively identifies gaps in knowledge. Provides clear, substantive, and appropriate information as promptly as possible. Fully understands how and why decisions were made, and focuses on the most pertinent factors.

### *Confidentiality*

- Insufficient: Discusses personal, strategic, or legal information with inappropriate parties or in careless ways. Spreads harmful rumors and gossip. Unfamiliar with Students' Union confidentiality materials.
- Competent: Discusses personal, strategic, or legal information only with appropriate parties and in careful ways. Does not spread harmful rumors or gossip. Familiar with Students' Union materials surrounding confidentiality.
- Excellent: Encourages others to respect confidentiality. Routes sensitive information to the appropriate parties promptly and carefully. Answers queries sensitively and completely within the bounds of confidentiality.

### *Professionalism*

- Insufficient: Does not dress appropriately for meetings and events. Uses strong or disrespectful language in professional environments. Behaves inappropriately online or in person. Allows intoxicants to interfere with workplace demeanor and performance of duty. Willingly disrupts or impedes meetings. Does not prepare for or attend meetings promptly.
- Competent: Dresses appropriately for meetings (generally business casual). Uses language appropriate to the situation, whether online or in person. Refrains from disrespectful speech, gestures, or body language. Attends meetings on time and participates as necessary. Demonstrates effort in reporting.
- Excellent: Holds to the highest professional standards of dress, speech, and behavior, as appropriate to the situation. Contributes proactive, informed participation to meetings.

### *Communication*

- Insufficient: Does not participate in formal or informal discussion of professional issues. Does not reply to communications consistently or promptly. Does not provide coworkers or the public with clear channels of communication. Avoids or discourages others' attempts to engage them in substantive discussion.
- Competent: Communicates openly with SLC, especially other representatives from the same faculty if applicable. Coordinates with other officials and stakeholders to identify emerging issues. Prepares for and participates in discussions as appropriate. Replies to communications consistently and promptly. Provides clear channels of communication.
- Excellent: Coordinates with other officials and stakeholders to identify and address emerging issues. Seeks out relevant information. Develops and adjusts informed opinions through communication with peers and stakeholders. Takes proactive measures to be approachable, welcoming, and sincere.