

Schedule D to the By-Laws

CODE OF CONDUCT

FOR COUNCIL AND APPOINTED NON-COUNCIL MEMBERS

1. This Schedule applies to members of Council, Appointed Non-Council members and members of all Committees of the College.
2. Council, Appointed Non-Council members and Committee members shall at all times use their best efforts to provide progressive, collective leadership and direction to the affairs of the College of Opticians of Ontario (COO) in support of its mandate to protect the public through the regulation of Opticianry.
3. Council, Appointed Non-Council members and Committee members shall adhere to the COO's established governance model.
4. Council, Appointed Non-Council members and Committee members must, at all times, maintain high standards of integrity, honesty and loyalty when discharging their College duties. They must act in the best interest of the College. They shall:
 - (a) be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991* and its regulations, the *Health Professions Procedural Code*, the *Opticianry Act*, other related statutes, their regulations, and the by-laws and policies of the College;
 - (b) be prepared to participate in Council meetings and Committee work including reading background materials and briefing documents;
 - (c) diligently take part in Committee work and actively serve on Committees as appointed by the Council;
 - (d) regularly attend meetings on time (including not missing two (2) or more consecutive meetings without reasonable cause) and participate constructively in discussions and decision-making;
 - (e) offer opinions and express views on matters before the College, Council and Committee, when appropriate;
 - (f) participate in all deliberations in a respectful and courteous manner, recognizing the diverse background, skills and experience of Council and Committee members;
 - (g) uphold the decisions made by a majority of Council and Committees (where the Committee makes a final decision on behalf of the College)¹, regardless of the level of prior individual disagreement;

¹ For example, where a Committee makes a recommendation to the Council, a member of the Committee who disagrees with the recommendation can express his or her dissenting views at the Council meeting. In addition, this provision does not prevent a Committee member from issuing a dissenting report (e.g., in a Discipline Committee case) so long as the dissenting

- (h) place the interests of the public, the College, Council and Committee above other, competing interests;
- (i) avoid and, where that is not possible, declare any appearance of or actual conflicts of interest;
- (j) refrain from including or referencing Council or Committee titles or positions held at the College in any personal or business promotional materials, advertisements and business cards use for economic gain (although referencing one's titles or positions held at the College in one's curriculum vitae is acceptable so long as the curriculum vitae is not overtly used in a promotional manner);²
- (k) preserve confidentiality of all information before Council or Committee unless disclosure has been authorized by Council or is otherwise exempted under s. 36(1) of the *RHPA*;
- (l) refrain from attempting to influence a statutory decision unless one is a member of the panel or, where there is no panel, of the Committee dealing with the matter;
- (m) respect the boundaries of staff whose role is not to report to or work for individual Council or Committee members including not contacting staff members directly, except on matters where the staff member has been assigned to provide administrative support to that Committee or the Council or where otherwise appropriate³;
- (n) be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment.

Committee member thereafter accepts the majority decision (e.g., when it comes to the penalty phase of the discipline hearing) and does not speak out against the majority decision later on.

² This provision will require some good faith on the part of Council and committee members. For example, if you are asked to participate in a media interview, you would not deny that you are on the Council of the College if asked. However, if you purchase an "advertorial" and encourage the interviewer to ask about your College involvements, that would be a breach of the provision. Also keep in mind the proposed by-law provisions relating to the acceptance of invitations for speaking engagements in your capacity as a representative of the College.

³ For example, a member of the Registration Committee can contact the staff support person for that Committee if they are missing pages for the package for an upcoming meeting. But, if the member of the Registration Committee wanted copies of a personal submission to Council to be copied for a Council meeting, he or she would approach the Registrar, not the Committee staff person (as copying personal submissions for Council is not part of the duties of the Registration Committee staff support person). If the chair of the Registration Committee felt that the staff support person was consistently and inappropriately interfering with the decision-making of the Registration Committee, he or she would take that up with the President who would speak with the Registrar.