



Memorandum

Date: 2010 July 27
Approved by: PGAIR Directors
Subject: **Code of Conduct**

Whereas the PGAIR Society is a group of volunteers representing a broad spectrum of the community working towards continuous improvement of the air quality within the Prince George airshed;

And whereas the PGAIR Society coordinates various programs and communication initiatives in support of continuous improvement of the air quality within the airshed;

And whereas the PGAIR Society coordinates research and provides science-based recommendations reached by consensus to various proponents and decision-making bodies to help improve air quality;

And whereas PGAIR Society Board members expect and trust in the ability to function effectively to perform the mandates of the Society;

Then the PGAIR Society, in the interest of sustaining a high level of integrity and effectiveness, has developed the following principles and protocols related to the conduct of PGAIR members, executive, employees and proxies.

1. Commitment to appropriate participation

- a) Every individual person who holds a position as a member has a responsibility to understand the mandate of the PGAIR Society and to conduct himself or herself in a manner that effectively supports that overall mandate. In accordance with this principle, all new member candidates must undergo an orientation session prior to accepting a member's position. It is the responsibility of the executive to coordinate orientations accordingly. Orientations will include the following:
 - i. A review of the history of the PGAIR Society and its predecessor groups.
 - ii. A review of the organizational structure of the Society; its supporting working groups, and affiliated groups, agencies and government bodies.
 - iii. A review and sign-off of the Society's constitution, bylaws, policies, procedures and rules.
 - iv. A review of funding sources and an overview of budgets for the Society's activities.
 - v. A review of the Society's website. A personal intranet password will be provided to member candidates upon completion of their orientation.
 - vi. Other information as appropriate.
 - vii. Records of orientations for each person will be retained by the AQ Coordinator.
- b) Every individual person who holds a position as a member, executive or working group chair has a responsibility to the Society and to the residents of the Prince George airshed to

commit sufficient amounts of time to effectively perform the duties associated with the roles they have accepted. These duties include, but are not limited to:

- i. Reading emails and attached information related to routine PGAIR business, with the expectation that this information is a baseline requirement for effective participation in meetings and other PGAIR activities.
 - ii. Following up on assignments and commitments made during meetings in a timely manner.
 - iii. Regular attendance at scheduled meetings.
- c) Decisions at members' meetings can only be finalized when a quorum is present. Members have a responsibility to:
- i. Regularly attend scheduled meetings.
 - ii. If unable to attend, coordinate a proxy in accordance with the provisions of the Society's Constitution.
 - iii. Ensure proxies understand their roles prior to attending meetings.
- d) The PGAIR Society coordinates and/or participates in a variety of public meetings and community events. It is recommended that members strive to participate in some of these events as part of their commitment; or otherwise assist in identifying and recruiting suitably qualified people to participate.

2. Interaction during meetings

- a) All members will endeavour to bring a positive, future focussed attitude to the table in order to build on successes and past practices. Lessons learned are important as guides; not as barriers.
- b) Conflict can be a positive and effective means of learning together when conducted in ways that does not attack personal or professional integrity. All members agree
 - i. to treat each other with an inclusive approach that respects opinions, even when they are in conflict with one's own, and
 - ii. to disagree without discrediting other members or the Society, and
 - iii. to acknowledge that compromise is a measure of personal growth
- c) Difference and diversity are strengths when respected; different styles of learning and sharing are encouraged, with mutual respect as the foundation. The chair is called on to moderate discussions, ensure opinions are heard, and to move the discussions forward when debates becomes locked.
- d) All participants agree to remember why they sit at the table, to represent not just their own organizations, but to speak to the needs of the community as a whole.
- e) Open minded and honest respect for others is key to building trust and mutual support.
- f) Regular attendance is necessary for trust and progress. People's attention and interest are necessary for fully informed discussion and decision making.
- g) All participants will speak openly, confident that what is said at the table will stay at the table as part of the process of arriving at solutions, decisions and informed actions. Information shared as part of this process belongs to PGAIR's table and must stay there, as no one group has the right to supersede the collective need for clarity, except as provided for in 4a.
- h) Intended outcomes of meetings are as follows:
 - i. Issues addressed at meetings where a quorum has resulted in a decision will not be revisited subsequently to accommodate people who missed the discussion unless there is new and relevant information.

- i) A copy of this document will be posted for reference at every meeting of the members.

3. Compliance with the Society's protocols

- a) Every individual person who holds a position as a member, executive or employee has a responsibility to the Society to be aware of and to abide by the constitution, bylaws, policies, procedures and rules, all of which are posted on the intranet, and are subject to amendment from time to time.
- b) Every individual person who holds a position as a member of the executive or holds the AQ Coordinator role has a responsibility to the Society to be aware of and to abide by the administration procedures that are posted on the intranet, and are subject to amendment from time to time.
- c) Every individual person who has been assigned an intranet password must not share their password with any other person.

4. Communications with member organizations

- a) Individual members representing member organizations are responsible to keep respective organizations informed of the Society's activities on an "as needed" basis. This must be done in an appropriate manner that does not breach the Society's constitution, bylaws, policies, procedures or rules.
- b) Individual members representing the public or public advocacy groups are not expected to directly inform the public of the Society's activities. It is agreed this will be done via approved media releases and postings on the PGAIR website.