

1. Definitions

- 1.1. Board: refers to the Medicine Hat Library Board.
- 1.2. Board member: A person currently appointed to the Board.
- 1.3. Chief Librarian: means the Chief Librarian or any person who holds the position of Chief Librarian in an acting capacity.
- 1.4. Chair: means the trustee elected annually as Chair of the Board.
- 1.5. Committee Chair: means that trustee appointed as chair of a Board committee.
- 1.6. Committee: means all committees that come under the jurisdiction and the appointment of the Board.
- 1.7. Conflict of Interest: means a situation in which an individual is fulfilling multiple roles or representing different interests with incompatible or competing concerns or aims, or the appearance of such.
- 1.8. Political activity: means preparing a nomination form, participating in election activities as a candidate and undertaking the work of a political office.
- 1.9. Political Office: means a position established by law or by the act of a government body, which exercises the authority of the government in the service of the public.
- 1.10. Employee: A person currently employed by the Library, not including the Chief Librarian.

2. Exceptions

- 2.1. In case of disagreement between this policy and the Collective Agreement, the Collective Agreement shall take precedence for unionized employees.
- 2.2. City councillors appointed to the Board or approved for Board membership by City Council are exempt from the requirements of section 4.

3. Notification

- 3.1. A Board member or the Chief Librarian must announce their intentions to the Board before filing candidacy.
- 3.2. An employee of the library must announce their intention to the Chief Librarian before filing candidacy.

4. Cessation of duties

- 4.1. Board members, employees and the Chief Librarian must cease their active role at the Library upon announcing their candidacy, either by resignation, recusal or leave of absence.

- 4.1.1. The Board may, at its sole discretion, allow a board member to cease their active role on the board via recusal from all votes and nonparticipation in all discussions and committee activities.
 - 4.1.2. The Board may, at its sole discretion, allow the Chief Librarian to cease their active role by granting an unpaid leave and designating an acting Chief.
 - 4.1.3. The Chief Librarian may, at their sole discretion, allow employees to cease their active role by granting an unpaid leave. The Collective Agreement may grant rights to leave to unionized employees.
- 4.2. If a board member or employee is elected to public office, they shall resign their position effective immediately.
- 5. Prohibited Activities
 - 5.1. Board members, employees and the Chief Librarian will not use Library resources, including renting facilities, equipment or supplies while engaging in political activity and will not use title or position with the Library in a way that would lead a member of the public to infer that the Library is endorsing a candidate or a particular response to a political or policy question.
- 6. Seeking Guidance and Advice
 - 6.1. If Board members or the Chief Librarian are unsure about the appropriateness of their participation in a political activity they should consult with the Board Chair.
 - 6.2. If Library staff members are unsure about the appropriateness of their participation in political activity, they should consult with the Chief Librarian.