

Code of Conduct for RAC Members and Alternates

This Code of Conduct will clarify expectations for RAC Members and Alternates, to ensure they do not try to use their position on the ETSI-BC Regional Advisory Committee to gain advantage for their community or organization related to funding recommendations. This Code of Conduct is based on ETSI-BC Board Policy 2.5. ETSI-BC Regional Advisory Committee (RAC) members are expected to:

ATTENDANCE AND PREPARATION FOR MEETINGS

1. Understand the ETSI-BC mandate, mission, strategic pillars and funding intake cycle, as well as the mandate for RACs and the relevant RAC Terms of Reference.
2. Attend all regular RAC meetings. There are typically 2 meetings per year (June and December), held by Zoom. Following a local government election, or if a RAC-appointed Director of ETSI-BC steps down, a third meeting may be scheduled to appoint a new Director(s) to the Board of ETSI-BC.
3. If unable to attend in person, RAC members will:
 - Communicate their regrets at least 2 weeks prior to the meeting to the RAC Chair, copying the CEO and Program Administrator of ETSI-BC on the email.
 - Review RAC Meeting Package and provide an email indicating whether they support the proposed motions and provide input on topics for discussion.

CONTRIBUTIONS AT MEETINGS

4. Act objectively and in the best interest of ETSI-BC and the Southern Interior region as a whole.
5. Review all agenda material prior to the meeting, including reports and recommendations.
6. Act in a manner consistent with the [ETSI-BC Board Conflict of Interest Policy](#), the relevant Regional District policies, the Community Charter and the 'Detailed Expectations Regarding Conflict of Interest' below to avoid real or perceived, direct or indirect conflicts of interest.
7. Maintain confidentiality regarding the contents of RAC Packages and ensure that all RAC discussions remain confidential. Ensure that only the published outcomes of RAC meeting are shared with the public (summaries are provided by ETSI-BC following each RAC meeting and are posted at <https://www.etsi-bc.ca/news/>).
8. Follow generally accepted meeting rules of order and act with collaboration, consensus building, respect for others (especially the RAC Chairs) during meetings.

NOTE: If an Alternate is asked to attend a RAC meeting on behalf of a RAC member, they are expected to adhere to this Code of Conduct as well.

Detailed Expectations Regarding Conflict of Interest

If there is any uncertainty about ethical issues around conduct or a decision, RAC members should consider the following:

- Is the conduct or decision lawful?
- Is the conduct or decision consistent with the RAC Terms of Reference, ETSI-BC Bylaws and Board Policies, the ETSI-BC priorities stated in its 3-Year Strategic Plan and this Code of Conduct?

- Will the outcome of the decision or conduct result in or be perceived to result in personal benefit for myself or any related person*, or for any associates or persons related to those associates, including staff of the community I represent?
- Can the decision or conduct be justified in terms of the public interest, and would it withstand public scrutiny?

ETSI-BC Board members are provided this context in their Board orientation:

You're not on the Board of ETSI-BC to get money for your community. You're here to make sure it's run well so it can help all communities in the Southern Interior. In keeping with this approach:

- DO tell your community about upcoming Funding Intakes
- But DON'T share the ETSI-BC scoring rubric with them
- And DON'T share the RAC Book write-ups with them
- DO declare your conflict if your community or other affiliation submits a funding application, and if you or a related person* will benefit personally (directly or indirectly).
- DON'T declare a conflict or recuse yourself if your interest is interest in common with electors of your community generally (as per Paragraph 104 of the Community Charter).
- DO make sure that applicants from your community are aware of the [ETSI-BC Conflict of Interest Requirements for Funding Applicants](#).

If you ARE in conflict relating, you must follow this process to the letter:

- disclose the nature of your conflict,
- withdraw from the discussion or vote, and
- not talk to any of the voters about the situation either before, during or after the vote and during the situation in which the conflict exists.

Approved November 29, 2025 (Joint RAC Meeting)

**A related person includes a spouse, parent, child, grandchild, sibling, grandparent, in-law (including adoptive and step-relationships) or any person with whom the applicant or applicant's employee(s) resides, plus any corporation controlled by any of those parties.*