

Purpose: The Board acknowledges that board members or non-union staff members may wish to run for political office. The Board acknowledges that public service is important to our community and at the same time, some procedural issues may arise.

1. Definitions

- 1.1. Accommodation: may include the reduction or change in hours and salary as well as leave with or without pay.
- 1.2. Board: refers to the Medicine Hat Library 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. Political activity: means preparing a nomination form, participating in election activities as a candidate and undertaking the work of a political office.
- 1.8. 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.
- 1.9. Staff member: a non-CUPE member of the library staff.

2. Exceptions

- 2.1 Political leave for union staff members is already set out in the collective agreement.
- 2.2 The Chief Librarian may not run for political office.

3. Timing

- 3.1. A Board member must announce their intentions to the Board before filing candidacy, and at that time must step down from a Chair position, if held.
- 3.2. A staff member who wishes to run as a candidate for political office must request, in writing to the Chief Librarian, such accommodation as required, before they file their candidacy.

4. Accommodation

- 4.1. Accommodation will be granted to staff members if, in the Chief Librarian's opinion, there is no concern that the employee's ability to perform their duties will be negatively impacted, and the duties and responsibilities required of the political position are manageable.
- 4.2. If paid or unpaid leave is granted, a staff member shall retain their position, and shall be entitled to such benefits as are negotiated with the Chief Librarian at the time the leave agreement is signed.

5. Local Government

- 5.1. Board members are permitted to run for elected office to a municipal council or a school board while completing their term on the Board. Board members who are elected to City of Medicine Hat council must resign their position on the Board.
- 5.2. A staff member who is a candidate for local government and who is elected may continue to be employed provided there is no apparent conflict of interest between their role as a political official, and the Libraries Act of Alberta.

6. Provincial Legislature or Federal Parliament

- 6.1. Board members who are elected must resign their position on the Board.
- 6.2. Recognizing that these elected positions require full time work, the staff member is deemed to have resigned that position as an employee the day the employee takes the official oath of office as an elected official.

7. Prohibited Activities

- 7.1. A Board member 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.

- 7.2. A staff member will not use Library resources, including renting facilities, equipment or supplies while engaging in political activity, will not engage in political activity during working hours, and will not use title or position 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.
8. Seeking Guidance and Advice
    - 8.1. If Board members are unsure about the appropriateness of their participation in a political activity they should consult with the Board Chair.
    - 8.2. If Library staff members are unsure about the appropriateness of their participation in political activity, they should consult with the Chief Librarian.