

1. Preamble

The AMA Representative Forum (RF) Delegates' Code of Conduct is meant to provide general guidance on standards of conduct. It addresses many areas of concern but is not designed to be exhaustive in nature.

This Code of Conduct for RF Delegates strives to provide a definition and framework for the appropriate behavior and responsibilities of delegates.

This Code of Conduct for RF Delegates applies to all members of the RF.

2. General Principles

RF delegates are committed to the following general principles:

- Fidelity:
 - Abide by the Code of Conduct for RF Delegates
 - Adhere to the established rules of order of the RF
- Integrity:
 - Pursue the interests of the AMA
 - Avoid intentional misrepresentation or distortion of the facts
- Rights and dignity:
 - Respect the rights of others for privacy, confidentiality and self determination
 - Respect for an individual's differences and right to freedom of expression and inquiry

3. Member in Good Standing

RF delegates will abide with all the rules and regulations of the AMA, including but not limited to those established in the Constitution and Bylaws, and will ensure that their AMA membership remains in good standing at all times.

4. Compliance with the Law

RF delegates shall comply with all applicable provisions of laws and regulations. No RF delegate shall commit or condone an illegal act or instruct another individual to do so.

5. Conflict of Interest

Conflict of interest occurs when there is a reasonable perception that the ability to exercise the duty of an RF delegate is affected by the private interests of the RF delegate.

In the event an RF delegate has a real or perceived conflict of interest, the RF delegate agrees to:

- Not take part in the related discussion, debate, decision or vote
- Not attempt to influence the outcome of the related subject being dealt with by the RF

6. Confidential Information

RF delegates shall, at all times, maintain the confidentiality of information acquired as a consequence of their service to the AMA and must not make use of, or reveal such information or records except in the course of performance of their duties and/or responsibilities, or until the information is made public. This obligation extends beyond the RF delegate's direct involvement in the AMA.

7. Gifts and Entertainment

RF delegates shall not accept entertainment, gifts or benefits that grant or appear to grant preferential treatment to any individual or constituency. Similarly, no RF delegate shall offer entertainment, gifts, or benefits in order to secure preferential treatment. Gifts, entertainment and benefits may only be accepted or offered in the normal exchanges common to business or professional relationships.

8. Responsibilities and Expectations

8.1 Accountability

RF delegates shall:

- Act honestly and in good faith and use their best efforts to represent the interests of their constituency and in developing and furthering the mission of the AMA
- Exercise the care, diligence and skill of a reasonably prudent person under comparable circumstances
- Treat others fairly and with courtesy and respect

8.2 Actions

RF delegates shall:

- Understand their roles and act on them
- Attend and actively participate in RF meetings, and provide due notice if they are unable to attend

- Prepare for RF meetings in a responsible fashion including reading pre-circulated materials and consulting with their constituency or constituencies where applicable
- Strive to make positive and constructive contributions in RF meetings and to interact appropriately with other individuals
- Participate in applicable evaluation processes to enable the RF to continually improve

8.3 Responsibilities

RF delegates will:

- Represent their constituency or constituencies but will refrain from voicing opinions on RF matters to external entities unless appropriately sanctioned
- Inform their constituency or constituencies of discussions or decisions that have occurred at the RF (subject to confidentiality requirements)
- Shall not purport to speak on behalf of the RF unless they have the authority to do so

9. President as Spokesperson

- All public announcements will be made by and through the president of the AMA (the official spokesperson of the AMA) or his/her designate.
- The president may make public statements on policy matters that have been approved by the RF and/or the board.

10. Meetings with External Stakeholders

The AMA encourages and benefits from the participation of RF delegates who are leaders in their communities. As such, it is recognized that there will be communication (including meetings, discussions and correspondence) between RF delegates and other community leaders. This includes, but is not limited to, Members of the Legislative Assembly, Members of Parliament, civic leaders and Alberta Health Services' board members and senior administrators.

RF delegates shall endeavor to:

- Inform the AMA, where practical, of their intention to meet or otherwise communicate with other community leaders and seek guidance as to content and appropriateness of that communication.
- Inform the AMA of the results of any such communication

11. Breaches of the Code of Conduct

A delegate who violates this Code of Conduct may be liable to forfeiture of membership in the RF, and other forms of censure. If a delegate violates this Code of Conduct, the RF will notify

the body that elected or appointed the delegate. Notification by the RF may include suggestions for remedial action.

It is recognized that the speaker has the authority and duty to deal with situations where a delegate's actions and/or behaviors in an RF meeting are not in keeping with the Code of Conduct and proper meeting decorum.

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