



Code of Conduct

for CAN-Rac phone calls, email lists and in-person meetings
as well as the documents and minutes from such meetings

In Short

★ no external sharing ★ no attribution ★ bind others to these rules ★

In Detail

Rationale: A major objective for CAN-Rac Canada is to convene conversations and spaces for the principal actors within the Canadian climate movement to share thoughts and information, to strategize and to plan and discuss tactics to advance the shared goals of the CAN-Rac membership. To be useful and successful, these conversations need to be safe and secure for all participants in order to facilitate frank and honest exchange. It is for that reason, that the following Code of Conduct for participants in these conversations have been specified.

Scope: This Code of Conduct covers all email, phone and strategy conversations convened by CAN-Rac Canada unless otherwise specified. Specifically, the email exchanges on CAN-Rac's email listserves "can-conf", "international" and "provincial-strategies", the CAN-Rac convened telephone conferences and in-person strategy meetings are covered. (Note that exchanges on the "CAN-York" email list are generally exempt from this rule, yet common sense should still prevail with respect to sharing information from that list). These email, telephone and in-person exchanges are collectively called "CAN-Rac conversations" in this document.

General Rules

1. No External Sharing: It is understood that it is often required, and desirable, to share information with other members of one's own organization, or with members of other CAN-Rac member organizations that were not part of a specific conversation. This sharing is explicitly allowed and encouraged. However, as a rule, information from CAN-Rac conversations should not be shared with persons or organizations outside of CAN-Rac. Furthermore, it should always be ensured that whomever information is shared with is also aware of this Code of Conduct and agrees to be bound and abide by this Code and the confidentiality rules it sets out.

2. No Attribution: In order to ensure that participants in the CAN-Rac conversations have maximum confidence in the confidentiality of the proceedings, attribution of statements made during a meeting to an individual speaker or her/his organization should be limited. It is acknowledged that for sharing information within one's member organization or with other

CAN-Rac member organizations, it might be required to attribute statements to speakers or organizations. However, no attribution should be made when sharing material further. Additionally, the CAN-Rac secretariat will ensure that any notes or minutes that are prepared during CAN-Rac conversations and circulated to participants and/or on CAN-Rac email lists comply with the No Attribution rule as much as that is practical.

3. Bind others to this Code: Whenever information from CAN-Rac conversations is shared with others, within the own organization, across CAN-Rac or in the context of one of the exceptions (below), the person sharing the information has to ensure that the recipient of the information is also aware of this Code of Conduct and the consequences with regards to the confidentiality of the information. Specifically, they are expected to abide by the rules of no external (or further) sharing, no attribution, and binding others.

Exceptions

From time to time it might be appropriate to lift certain aspects of this Code of Conduct for specific parts (or all) of a specific CAN-Rac conversation. This might, for example, be part of an agreed strategy to reach out to specific external allies or part of an agreed media and communications strategy. In this case, as a general rule, it has to be made explicit during the CAN-Rac conversation in question that a certain part, or all, of that CAN-Rac conversation is not subject to specific, or all, of the rules in the Code of Conduct. This should be noted in the notes or minutes. In exceptional circumstances, exceptions can also be agreed by all participants of a CAN-Rac conversation after that conversation has concluded. Further, any one participant of a CAN-Rac conversation can individually agree to lift the “no attribution” rule with regards to her/his own contributions.

The CAN-Rac secretariat should be made aware of such a posteriori arrangements in order to avoid confusion regarding possible breach of this Code.

(Of course, if publicly available information is shared during CAN-Rac conversations, the information can be shared as widely as desired; however the non-attribution rule still applied, i.e. it should not be disclosed who shared the information during the CAN-Rac conversation.)

Breach and Consequences

The maintenance of a safe, open and secure discursive space within CAN-Rac conversations is in the interest of every member of the network. As such, this Code of Conduct should be reviewed and amended from time to time as needed to ensure this objective. CAN-Rac members are encouraged to make suggestions for such amendments at any time.

Further, in order to ensure the effectiveness of this Code in keeping CAN-Rac conversations safe, it is important that any breaches to this Code of Conduct are brought to the attention to the CAN-Rac secretariat or any member of the Board of Directors.

If a breach comes to the attention to the secretariat and/or board, the following process will be followed, which is in accordance with the CAN-Rac bylaws:

1. The Executive Director and/or Board Chair collect information on the breach and solicit the perspective of the parties involved.
2. Depending on the severity of the breach and the suggested sanction, an extra-ordinary meeting of the appropriate body is convened to discuss the breach (except in case 2d, where the matter will be heard at the next ordinary meeting):

- a. Warning issued to the individual and/or entire CAN-Rac member organization implicated – Chair of the Board
 - b. Suspension of an individual or entire CAN-Rac member organization from a certain type or venue of CAN-Rac conversation – Executive Committee
 - c. Suspension of the membership of the implicated CAN-Rac member organization – Board of Directors
 - d. Expulsion of the implicated CAN-Rac member organization – Annual General Meeting
3. After the breach has been discussed and a sanction has been decided, the implicated CAN-Rac member organization as well as the Board of Director is informed of the decision.
 4. The implicated CAN-Rac member organization has the right to appeal to the Board of Director (in the cases 2a-2c) or the Annual General Meeting (2c-2d).
 5. Once a sanction has been issued, the next ordinarily scheduled meeting of the Board of Directors (in cases 2a-2c) or the Annual General Meeting (2c-2d) will hear the matter and confirm or amend the decision taken.

Conflict of interest – If any of the officers of CAN-Rac has been implicated in the breach of this Code, their positions in the above process will be excluded from the process and decision making or replaced by other officers as follows:

1. Chair of the Board – replace by Treasurer or Secretary
2. Any other board member – exclude from process and decision making
3. Executive Director – exclude from process and decision making