

**District Governing Board Policy Review  
Governance Process  
Policy 3.3 Board Member Code of Conduct and Ethics  
Revised Compilation - March 2018**

<b>3.3 Board Member Code of Conduct and Ethics</b>	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.1 Discipline Needed to Govern</b>	The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	<b>McCasland: Proper conduct and ethical behavior are a must for board members.</b>
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.2 Conflict of Interest</b>	Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the College.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	

**District Governing Board Policy Review  
Governance Process  
Policy 3.3 Board Member Code of Conduct and Ethics  
Revised Compilation - March 2018**

No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.2.1 Self-Dealing</b>	There must be no self-dealing or any conduct of private business or personal services between any Board member(s) and the organization, except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.2.2 Employment</b>	Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.2.3 Acceptance of Employment</b>	Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from deliberation and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position	

**District Governing Board Policy Review  
Governance Process  
Policy 3.3 Board Member Code of Conduct and Ethics  
Revised Compilation - March 2018**

	in accordance with Arizona statute.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.2.4 Personal Gain</b>	Board members will refrain from using their Board position for personal or partisan gain, will take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.2.5 Voting</b>	When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>

**District Governing Board Policy Review  
Governance Process  
Policy 3.3 Board Member Code of Conduct and Ethics  
Revised Compilation - March 2018**

Revised/Replaced		
Removed		
<b>3.3.2.6 Conflict of Interest Agreement</b>	Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.3 Individual Authority</b>	Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.3.1 Interaction with President or Staff</b>	Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>

**District Governing Board Policy Review**  
**Governance Process**  
**Policy 3.3 Board Member Code of Conduct and Ethics**  
**Revised Compilation - March 2018**

Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.3.2 Interaction with Public, Press, or other Entities</b>	Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.3.3 Judgments of President Performance</b>	Board members will make no formal evaluations of the President's performance except in compliance with the official evaluation process, and the President's performance shall be assessed only against explicit Board policies.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced	<b>1</b>	<b>McCasland: I suggest more defined explicit board policies.</b>

**District Governing Board Policy Review**  
**Governance Process**  
**Policy 3.3 Board Member Code of Conduct and Ethics**  
**Revised Compilation - March 2018**

Removed		
<b>3.3.3.4 Board Operates with One Voice</b>	Board members will exercise authority over the organization only as they operate with one voice as a whole in Board meetings. Individual Board members will abide by and uphold the final majority decisions of the Board.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>5</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>3.3.4 Understanding the College as a Whole</b>	Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.	
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>4</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced	<b>1</b>	<b>Harris: Perhaps in light of discussion at our last board meeting is the word "district(s)" the correct/legal term here or would it be more accurate to use the word precinct(s) or another term?</b>
Removed		
<b>3.3.4.1 Contact for Complaints</b>	Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed:  The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the	

**District Governing Board Policy Review  
Governance Process  
Policy 3.3 Board Member Code of Conduct and Ethics  
Revised Compilation - March 2018**

		<p>College processes have been followed and the complaint has been addressed.</p> <p>The Yavapai College District Governing Board supports the faculty and employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the District Governing Board. The Board also recognizes that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances warrant a direct appeal or the employee will be referred back to the administrative grievance policy.</p>
<b>It this policy still relevant and useful to the governance process?</b>		
	<b>Check One</b>	<b>If No, why is it not relevant or useful?</b>
Yes	<b>4</b>	
No		
<b>If "No", does this policy need to be:</b>		
	<b>Check One</b>	<b>If Revised/Replaced, provide suggested revision.</b>
Revised/Replaced		
Removed		
<b>Are there any additions that you would suggest for this set of policies?</b>		
	<b>Check One</b>	<b>If Yes, provide suggested additions.</b>
Yes		<b>Harris: Just to check on accuracy of the term "district(s)" in 3.3.4</b>
No		

**Suggested changes/additions** should be discussed at the meeting.