

## **21-00 CODE OF ETHICS—POLICY**

The District Governing Board (DGB) holds the following ethical responsibilities:

1. Recognize the primary responsibility is to govern the College in the best interest of the educational needs of the entire College District.
2. Understand the responsibilities of the Board as a legal entity and its powers reside only in the majority vote. No single member has any authority unless delegated by a majority vote of the Board.
3. Be fiscally responsible to the College and the tax payers.
4. Read and be informed of all agenda items before the meetings.
5. Be respectful of all members and actively listen to all viewpoints.
6. Maintain an open, honest communication with other Board members and the President.
7. Speak positively and with integrity about the Board or the President.
8. Promote the needs of the community to the College and the needs of the College to the community.
9. Advocate for the College at the local and state level.
10. Unprofessional or unethical conduct should be brought before the Board.

Legal standards of conduct shall be followed:

1. Obey all open meeting laws as contained in the Arizona Revised Statutes (ARS), and in particular, communication by internet amongst Board meetings.
2. Obey the conflict of interest laws as contained in the ARS and ask for advice on possible perceived conflicts of interest including sharing privileged information.
3. Be familiar with and observe the Rules of Executive Sessions including its use and individual department.

Enforcement:

1. Any member of the DGB who reasonably believes that a violation of the Code of Ethics has occurred may report the violation to the DGB Chair (or, if the DGB Chair is the person who allegedly violated the Code, then to the DGB Vice Chair/Secretary). The DGB Chair shall work with the President and Legal Counsel to investigate the report and resolve the issue informally, if possible.

2. If informal resolution is not possible, then the DGB Chair shall bring the matter before the DGB for a formal hearing. The member alleged to have violated the code shall be given written notice of the time, place and date of the hearing at least 24 hours in advance. The notice shall also state the factual basis for the alleged violation and identify the provision of the Code of Ethics allegedly violated.
3. Unless the matter is appropriate for discussion in executive session pursuant to Arizona's open meeting law, the hearing shall be open to the public. During the hearing, the member may present his or her own statements, written statements, and other documents relevant to the allegations.
4. The remaining members of the Board will, by vote, determine first whether the Code was violated, and secondly, if there was a violation, what sanction should be imposed. Sanctions may range from a censure to suspension of travel privileges and a recommendation for recall.

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Legal Review: 08/19/2009

Sponsor: District Governing Board

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**COCONINO COMMUNITY COLLEGE**