



MONTEREY PENINSULA College

GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees

2715

BP 2715 Code of Ethics/*Standards of Practice*

The Monterey Peninsula Community College District Governing Board of Trustees, in recognition of its responsibility to the community it serves, and to the students and staff of the college for whom it must provide wise governance, affirms its commitment to the following statements of Ethical Conduct and Standards of Practice. These statements enlarge upon or are in addition to, many of the Board's legal obligations, which are outlined in Board Policies.

A. Ethical Conduct and Standards of Practice

Members of the Governing Board will:

1. Work together in a spirit of harmony and cooperation, treating other Board members with respect and courtesy even though vigorous differences of opinion and philosophy may arise during debates on points of issue.
2. Treat members of the public, staff, and students courteously and with dignity.
3. Understand that the Board governs through policy. It provides leadership to the District through its review and evaluation of programs and planning; the development of policy, and the maintenance of the District's fiscal integrity.
4. Recognize that the Board has delegated authority for District operations to the Superintendent/President and that it is not their function, either individually or collectively, to actively engage in the administration of the District. Board members understand that to do so, or even to give the appearance of doing so, can erode the trust and mutual respect which are the cornerstones of successful Board/Superintendent relationships, as well as result in noncompliance with ACCJC Accreditation Standards IV.C.
5. Understand and remember that Board members have legal authority only when they are meeting as a Board. Individual board members have no legal authority to represent the college outside of Board meetings and are to conduct their relationships with the public, staff, and students on that basis.
6. Devote the time, thought, and study to their duties as a Board member, which will enable them to render effective and creditable service.
7. Fulfill the duties and responsibilities of the Board and conduct themselves in conformance with the Board's policy governance role, including in meetings of the



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Governing Board; adequately prepare for Board meetings; focus their questions, succinct remarks, and discussions on agendized topics; base their Governing Board decisions upon all available facts; vote their honest conviction in every case unswayed by partisan bias, and abide by and uphold the final majority decision of the Board.

8. Respect the intent, as well as the letter, of the Ralph N. Brown Act, including, but not limited to:
 - a. discussing in Closed Session only those topics designated for discussion in Closed Session,
 - b. discussing in Closed Sessions and public sessions only those topics on the Governing Board meeting agenda, and
 - c. taking official actions in public sessions.
9. Adhere to Robert's Rules of Order during Board meetings.
10. Maintain the confidentiality of privileged and Closed Session information.
11. Resist every pressure and temptation to use their position as a Board member to benefit either themselves or any individual or agency apart from the welfare of the District.
12. Serve as a positive spokesperson for the District in the community and act constructively in communicating and promoting the needs of the community to the District.
13. Be responsible to all residents of the District, and not solely to selected residents/groups.
14. Employ a competent and effective Superintendent/President, exercise oversight and supervision of the Superintendent/President, and take the necessary steps to ensure the Superintendent/President's accountability to the Board and the institution.

B. Censure

All Board members are expected to maintain the highest standards of conduct and ethical behavior. To give guidance to individual members in conforming their conduct to minimum standards, the Board has adopted this policy. In order to maintain public confidence in the Board, and in governance, the Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. In the instance a member of the Board of Trustees fails to maintain the highest standards of ethical and professional conduct, that member may be censured by the full Board.



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1. Censure is an official expression of disapproval passed by the Board of Trustees. A Board member may be subject to a resolution of censure by the Board of Trustees should it be determined that trustee misconduct has occurred.
2. Anyone may file a complaint of trustee misconduct in writing to the Board Chair. The Board Chair will appoint an ad hoc committee composed of two Trustees not associated with the complaint to conduct an investigation and review of the matter. In the event the complaint involves the Board Chair, another officer of the Board shall form the ad hoc committee. A thorough fact-finding process, formulated in a manner deemed appropriate by the committee shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete their inquiries within a reasonable period of time.

The Trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Board of Trustees for action.

See also Board Policy 2200 – Board Duties and Responsibilities and Board Policy 3050 – Institutional Code of Ethics

References: ACCJC Accreditation Standard IV.C.

Formerly Governing Board Policy 1000 -- Governing Board Code of Ethics and Conduct

Adopted: May 21, 1991

Revised and Adopted: February 23, 2010

Revised, Renumbered, and Adopted: September 28, 2016

Revised and Adopted: November 20, 2019, January 26, 2022