



Policy

2715 Code of Ethics/Standards of Practice

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

- Act in the best interests of the entire District community.
- Ensure public input at Board meetings; adhering to the law and spirit of the open meeting laws and regulations.
- Exercise authority only as a Board by majority vote.
- Take actions, as a Board, only in official meetings.
- Maintain confidentiality of closed session information.
- Respect the office and in no way misuse the power inherent in the office.
- Fulfill all duties and responsibilities of the office in accordance with Board Policy 2200: Board Duties and Responsibilities.
- Avail themselves of educational opportunities in order to become more knowledgeable and effective Trustees.
- Maintain a collegial atmosphere in all activities.
- Prevent conflicts of interest.
- Use appropriate channels of communication.
- Devote sufficient time to Board work.

The Governing Board will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

All Governing Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board’s Code of Ethics. The Governing Board will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board member may be subject to a resolution of censure by the Governing Board should it be determined that Board member misconduct has occurred. Censure is an official expression of disapproval passed by the Governing Board.

A complaint of Board member misconduct will be referred to an ad hoc committee composed of two Board members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in Board Policy. The Board member subject to the charge of misconduct has a right to submit a written response to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.

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References:

[ACCJC Accreditation Standard IV.C.11](#)

Adopted: August 6, 2002

Revision Adopted: ~~April 13, 2016~~, March 13, 2024

Last Reviewed: ~~April 13, 2016~~, March 13, 2024

Administrative Procedure

2715 Code of Ethics/Standards of Practice

In an effort to support the mission and goals of the District, the YCCD Board of Trustees promote and secure the Board’s commitment to quality education.

Understanding that the Board can legally function only as a group, each member should exercise appropriate care to speak as a member of the Board and accurately represent Board policy to the community. Personal opinions should be identified as such.

It is recognized that Trustees may from time to time have to balance the special needs and desired advantages of their own areas with the good of the entire community college district and its student population. Each Trustee shall, as to such matters, make a particular effort to consider all of the facts and arrive at a sound and fair conclusion.

Board members should recognize that the Board makes policy and employs the Chancellor to administer the policies. When dealing directly with employees the Board members should keep the Chancellor informed of those discussions. When requesting information, the Board should always keep in mind to take extreme care that requests do not detract from employee’s primary responsibilities.

Trustees should understand that while each Board member has the right, if not the duty, to speak strongly as to issues, a demonstration of respect and consideration for each other, the District employees, and members of the community, will facilitate positive decision-making at the District.

Trustees should commit appropriate and reasonable time to District governance; support the District in the community; and make reasonable attempts to maintain and upgrade their governance skills and to this end, should willingly participate in such educational conferences and workshops as will be appropriate for the respective Trustees.

Board members shall maintain confidentiality as to closed sessions. While most of what the Board does is and should be public, closed session confidentiality is required. Of prime importance are such closed session matters as the hiring and dismissing of personnel, collective bargaining with employee groups, real property sales and purchases, and liability claims against the District, and other closed session items. Further the Board will be deprived of a frank exchange of views if Board members breach confidentiality with the result that other Board members will thereafter refrain from such exchanges.

The Board President and the Chancellor are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations by a member of the Board of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations may be referred to the District Attorney or Attorney General by a majority vote of the Board. Before any legal action is taken, any such claims will be provided to the accused Trustee who will have a right to respond.

Alleged violation of the Board’s Policy 2715 (Code of Ethics/Standards of Practice) will be addressed by the Board President, who will first discuss the alleged violation with the Trustee to seek to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board President may

1 appoint an ad hoc committee to examine the matter and recommend further courses of action to the
2 Board. Sanctions will be determined by the Board Officers (Board President, Board Vice President and
3 Immediate Past President) and may include a recommendation to the Board to censure the Trustee. A
4 formal censure will require a majority vote of the Board. The Board member who is up for censure shall
5 not vote. If the Board President is perceived to have violated the Code of Ethics, the Board Vice President
6 is authorized to pursue resolution.

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8 **Cross References (see also):**

9 YCCD Policy 3430 – Prohibition of Harassment

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11 **References:**

12 [ACCJC Accreditation Standard IV.C.11](#)

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14 **Procedure Last Revised:** ~~April 11, 2007, April 13, 2016,~~ March 13, 2024

15 **Last Reviewed:** ~~April 13, 2016,~~ March 13, 2024