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Members of the Sonoma County Junior College District Board of Trustees will perform duties in accordance with their oath of office. Board members shall commit to serving the educational needs of the citizens of the District. Their primary responsibility is to provide learning opportunities to each student regardless of sex, race, color, religion, ancestry, age, marital status, national origin, or handicap.

### PART A - RESPONSIBILITIES

It is the responsibility of each Board member to:

1. Be part of a team which seeks to meet student needs, extend their opportunities and enhance the quality of education they are offered; foster faculty and staff excellence; support the principles of academic freedom; and, serve as a steward of the resources and facilities available to the Sonoma County Junior College District.
2. Work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debates of points at issue.
3. Base personal decisions upon all available facts in each situation, vote with honest conviction in every case unswayed by partisan bias, and abide by and uphold the final majority decision of the Board.
4. Remember at all times that as an individual a board member has no legal authority outside the meetings of the Board, and shall conduct relationships with college staff, students, the local citizenry, and the media on that basis.
5. Be aware that board members are responsible to all citizens of the District, and not solely to those from their Trustee Area. The authority delegated to board members by the voters must be exercised with as much care and concern for the least influential as the most influential member of the community.
6. Resist every temptation and outside pressure to use their position as a community college board member to benefit either themselves or any other individual or agency apart from the total welfare of the Sonoma County Junior College District.
7. Recognize that it is as important for the Board to understand and evaluate the educational program of Sonoma County Junior College District as it is to plan for the business of college operation. Bear in mind under all circumstances that the Board is legally responsible for the effective operation of the District. Its primary function is to establish the policies by which the Sonoma County Junior College District is to be administered. The Board shall hold the Superintendent/President and his/her staff accountable for the administration of the educational program and the conduct of college business.
8. Welcome and encourage the active involvement of students, faculty, staff, and citizens of the District with respect to establishing policy on current college operation and proposed future developments. Board members shall consider the viewpoints of these groups in their deliberations and decision. Recognize that deliberations of the Board in closed session are not to be released or discussed in public without the prior approval of the Board by majority vote.

9. Be ready to maintain and enhance individual professional effectiveness and confidence through continuing education to improve skills and acquire new knowledge related to professional trusteeship.
10. Be informed and aware of local, state, and national issues that impact community colleges.
11. Strive to provide the most effective community college board service of which they are capable and to sustain a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

#### PART 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, he/she may be censured by the full Board.

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. A complaint of trustee misconduct will be referred to the Board President. He/she will appoint an ad hoc committee composed of three trustees not associated with the complaint to conduct an investigation and review of the matter. In the event the complaint involves the Board President, 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.