

2D1G Within twenty-four (24) hours of its presentation, the Board shall make any new subject matter proposal(s) within the scope of negotiations made by either party during meeting and negotiating available in printed form for public study and review at a known and designated place (or places) in the District [Government Code 3547(d)].

The Board shall request from the exclusive representative organization(s) sufficient copies of its proposal(s) to be able to comply with this section.

2D1H If any vote is taken by the Board on a new subject of negotiations, the Board shall make the roll call vote available as a matter of public record within twenty-four (24) hours of the time of the vote [Government Code 3547(d)].

2E **Board Self-Evaluation** *(Added October 4, 2007)*

2E1 The evaluation process is designed to provide constructive feedback to individual Board members about the performance of the Board as a whole, not individual Board members. It is the evaluation process of the overall effectiveness of the Board as a group making decisions and the results of those decisions. During the evaluation process, the integrity and rights of individuals must be respected and as such, the product of this evaluation process and all instruments attendant thereto shall be confidential.

2E2 To this end, the Board has established the following process:

2E2A The Board shall review and approve procedures for self-evaluation every five (5) years in the fall of every odd numbered year.

2E2B In the month of October, in each odd numbered year, the Secretary of the Board shall provide an agreed upon evaluation instrument.

2E2C All Board members will be asked to complete the evaluation instrument and submit responses to the Secretary of the Board.

2E2D A summary of the evaluations will be presented to the Board in a written communication by December of each odd numbered year.

2E2E The Board shall take appropriate action in response to the evaluation summary, during a public meeting.

2E3 Goals of the evaluation process are to:

- Identify past accomplishments

- Identify annual goals
- Clarify roles
- Enhance harmony and understanding
- Improve effectiveness and efficiency of Board meetings
- Set policies for the benefit of students, employees, institutions, and citizens of the Kern Community College District

2F **Standards of Good Practice** *(Added October 4, 2007)*

2F1 In support of effective community college governance, the Board believes that:

- It derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- It must clearly define and articulate its role;
- It is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- It always strives to differentiate between external and internal processes in the exercise of its authority;
- Its Trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- Its Trustee members come to each meeting prepared and ready to debate issues fully and openly;
- Its Trustee members vote their conscience and support the decision or policy made;
- Its behavior, and that of its members exemplify ethical behavior and conduct that is above reproach;
- It endeavors to remain always accountable to the community; and
- It honestly debates the issues affecting its community and speaks with one (1) voice once a decision or policy is made.

2G **Statement of Ethics** *(Revised October 4, 2007)*

2G1 Standards of Practice--The members of the Board of Trustees shall comply with the legal and ethical requirements of the State of California. In fulfilling their roles as members of the Board, they shall: *(Added April 20, 1995)*

- Hold the educational welfare of the students of the District as their primary concern,
- Maintain confidentiality on District matters as appropriate,
- Base individual decisions on available facts, and uphold the final decisions of the Board,
- Take no action as a member of the Board for personal gain, and
- Conduct personal relationships with District staff and members of the

community based on the fact that they have no legal authority outside the meetings of the Board.

2G2 Violations of Standards *(Added October 4, 2007)*

2G2A Charges by any person that a Board Member has violated laws and regulations governing Board behavior or the Board's Statement of Ethics will be directed to the Chancellor. The Chancellor shall deliver the charges to the Board President or Vice President for appropriate action.

2G2B Charges filed will be investigated in a manner that provides professional assessment and confidentiality.

2G2C If the alleged behavior violates Board Policy on ethical conduct the Board President or Vice President shall alert the Board Member in question regarding the violation of policy and seek corrective action.

2G2D If further action is deemed necessary, the Board President or Vice President may appoint an ad-hoc committee of the Board officers to examine the matter and recommend a course of action to the Board.

The Board may discuss the violation at the Board meeting and affirm its policy expectations, and/or the Board may move to censure the Trustee.

2G2E If alleged behavior violates laws governing Board behavior, the President or Vice President of the Board and Chancellor are authorized to consult with legal counsel and refer the matter to appropriate authorities as provided by law.

2H **Conflict of Interest Statement**—Each member of the Board of Trustees must file a conflict of interest statement as determined by law and the Board of Trustees' Policy. Members of the Board should avoid any situation that may constitute a conflict of interest and should inform the Board when a matter under consideration might involve or appear to involve a conflict of interest.