

Organization, Education, and Policy Committee

September 28, 2021

TASB defines the following terms:

- LEGAL policies compile federal law, state law, and court decisions, providing the statutory context in which all other policies should be read.
- LOCAL policies reflect decisions made by the board of trustees.
- REGULATION documents are administrative procedures that implement board policies.

Collin College's Local Board Governance Policies

BA [BOARD LEGAL STATUS](#)

BBB [BOARD MEMBERS - ELECTIONS](#)

BBC [BOARD MEMBERS - VACANCIES AND REMOVAL FROM OFFICE](#)

BBD [BOARD MEMBERS - ORIENTATION AND TRAINING](#)

BBE [BOARD MEMBERS - AUTHORITY](#)

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BBG [BOARD MEMBERS - COMPENSATION AND EXPENSES](#)

BCB [BOARD INTERNAL ORGANIZATION - BOARD COMMITTEES](#)

BD [BOARD MEETINGS](#)

BDB [BOARD MEETINGS - PUBLIC PARTICIPATION](#)

BE [POLICY AND BYLAW DEVELOPMENT](#)

PEER BOARD GOVERNANCE PROCEDURE NOTES:

- **Alamo Community College:**
Publishes three procedures as a part of its board policies, including
 - **B.8.1.1 Administrative Remedies Before Resort to Citizens to be Heard**

- **B.10.1.1 Environmental Sustainability** (Not applicable to our Local Board Governance policies. Collin covers Environmental Standards in CH(Local))
- **B.11.1.1 Student Trustee** (not relevant to Collin)
- **Austin Community College:**
Does not use regulations with its TASB Board Policies, but has Administrative Rules, with one related to Board Operations.
 - **2.04.001 Posting of Board of Trustee Meetings** (posting procedures are outlined in state statutes and are in Collin's BD(Legal) and BD(Local))
- **Dallas College:**
 - **BBG(Reg) Board Compensation and Expenses** (Travel procedures already included in Collin's BBG(Local))
 - **BD(Reg) Board Meetings**
 - **BE(Reg) Policy and Bylaw Development**
- **El Paso Community College:**
 - **BBG-1 Expense and Compensation** (Travel procedures already included in BBG(Local))
- **Houston Community College:**
 - **BD(Reg) Agenda Preparation and Board Meeting Participation**
 - **BE2(Reg) Policy and Bylaw Development - Compliance Attestation**
 - **BH(Reg) Creation, Modification, and Deletion of Regulations**
- **Lone Star College System:**
Does not have any Board procedures or regulations posted
- **San Jacinto College District:**
Includes the following procedures as a part of its Board of Trustees and Local Governance policies, including
 - **Procedure II.2000.A.a. Policy and Procedure Development, Review, Revision, and Rescission** (Collin covers this in BE(Local))
 - **Procedures II.2001.A.a. and b. Monitoring and Reporting Substantive Change** (not relevant to our Local Board Governance policies. Collin covers substantive change in GK(Local))
 - **Procedure IV-C-14(3-14) College Officials Serving on Committees, Commissions, Boards, and Agencies** (Covered in Collin's BCB(Local))
- **South Texas College:**
Does not have any Board procedures or regulations posted
- **Tarrant County College District:**
Does not use regulations with its TASB Board Policies or have procedures posted

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

Expense
Reimbursement

Board members will be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives approved by the Board for that purpose.

An amount for Board member travel expense reimbursement will be approved in the budget each year.

Reimbursement will be made for the use of a personal car at the mileage rate currently approved by the Board or the actual cost of commercial transportation, parking and taxi fares, training and registration fees, lodging, meals, and other incidental expenses. Board members will file a statement and attach receipts or other documentation of actual expenses for which reimbursement is requested.

Board members will also submit a conference summary report for inclusion in the next month's Board report. An information item will be included in the Board report at the end of each fiscal year with a summary of Board member expenditures.

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BOARD LEGAL STATUS

BA
(LOCAL)

The official title of the governing body of the College District shall be the Collin County Community College District Board of Trustees, herein referred to as "the Board."

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BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

Election Dates

The election of Board members shall be on the first Saturday in May or as otherwise designated by any changes to the uniform election date.

Membership

The Board shall consist of nine members.

Method of Election

Board members shall be elected at large.

Accreditation Principles

Institutional integrity is essential to the purpose of higher education. Integrity functions as the basic covenant defining the relationship between the College District and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), The College District's accreditation body requires that the governing board of the institution adopt appropriate and fair processes for the dismissal of a Board member. Therefore, Board members may be removed from office or sanctioned as provided in this policy. [See Southern Association of Colleges and Schools Commission on Colleges, Principle 4.2.e]

Resignation by Board Member or Member-Elect

A Board member may resign by providing written notice to the Chair or to the Secretary of the Board of Trustees.

A Board member-elect may submit a declination of office by submitting written notice to the Chair or to the Secretary of the Board of Trustees.

The Board may not refuse to accept a resignation or declination submitted under this policy.

Effective Date

If a Board member or member-elect submits a resignation or declination, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation or declination is accepted by the Board, or on the eighth calendar day after the date of its receipt by the Board Chair or Secretary, whichever date is earlier.

Holdover Doctrine

All public officers will continue to perform the duties of their offices until their successors will be duly qualified and sworn in. Until the vacancy created by a public officer's resignation is filled by a successor, the public officer continues to serve and have the duties and powers of office and continues to be subject to the nepotism rules and all Board policies. A holdover public officer may not vote on the appointment of the officer's successor. [See DBE]

Immediate Removal for Lack of Residency

A Board member is required to remain a resident of the College District throughout the term of elected office. A Board member who ceases to reside in the College District vacates his or her office immediately.

Immediate Removal for Conviction

A Board member who is convicted of official misconduct, including a purchasing offense under Education Code 44.032 [see CF(LEGAL), Impermissible Practices], is subject to immediate removal from office. *Local Gov't Code 87.031.*

BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

BBC
(LOCAL)

**Involuntary Removal
from Office under
Quo Warranto**

A Board member who usurps, intrudes into, or unlawfully holds or executes a public office may be involuntarily removed by a quo warranto action as described in BBC(LEGAL). *Civ. Prac. and Rem. Code 66.001–.002.*

A Board member who engages in an act, or allows an action, that by law causes forfeiture of office may also be involuntarily removed by a quo warranto action as described in BBC(LEGAL). *Civ. Prac. and Rem. Code 66.001–.002.*

**Involuntary Removal
from Office by
Petition and Trial**

A Board member may be removed from office by a petition filed by any resident of this state who has lived for at least six months in the county in which the petition is to be filed and who is not currently under indictment in the county, under Local Government Code 87.015. [See BBC(LEGAL)]

Reasons for
Removal from
Office

A Board member may be removed by a quo warranto action or by petition and trial for:

1. Incompetency. "Incompetency" means:
 - a. Gross ignorance of official duties;
 - b. Gross carelessness in the discharge of those duties; or
 - c. Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of the officer's election.
2. Official misconduct. "Official misconduct" means intentional, unlawful behavior relating to official duties by an officer entrusted with the administration of justice or the execution of the law. The term includes an intentional or corrupt failure, refusal, or neglect of an officer to perform a duty imposed on the officer by law.
3. Intoxication on or off duty caused by drinking an alcoholic beverage. Intoxication is not grounds for removal if it appears at the trial that the intoxication was caused by drinking an alcoholic beverage on the direction and prescription of a licensed physician practicing in this state.
4. The conviction of a Board member by a jury for any felony or for misdemeanor official misconduct, including a purchasing offense under Education Code 44.032.
5. Nonattendance of Board meetings if the member is absent from more than half of the regularly scheduled and posted

Board meetings, including committee meetings, that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the Board. An annual report of Trustee meeting attendance for the prior year will be included as an information item each February.

Tex. Const. Art. V, Sec. 24; Local Gov't Code 87.011(2)–(3), .013, .031; Education Code 44.032, 130.0845

Other Sanctions

The Board has an interest in directly addressing ethical and other misconduct by a Board member. Board members will not engage in misconduct as defined in this policy.

Misconduct Defined

Under this policy, “misconduct” means:

1. Violating the Code of Ethics in BBF(LOCAL);
2. Failing to uphold Board member responsibilities as listed in BBF(LOCAL);
3. Violating applicable Board policies, including, but not limited to, conduct constituting criminal offenses and nepotism [see BBFB(LEGAL)] and conflicts of interest [see BBFA(LEGAL)];
4. Failing to file required conflict of interest disclosures [see BBFA(EXHIBIT)]; and/or
5. Engaging in other unethical or dishonest conduct, in fraud, or in making false or misleading representations during a term of office.

Each Board member has a duty to report misconduct. The Board may investigate misconduct reports and issue sanctions in accordance with this policy and applicable law.

**Reporting
Misconduct**

Any community member or any Board member may file a written misconduct report with the Board Chair or with the Board Secretary if the report regards the Board Chair.

The report recipient must advise the Board in writing that a misconduct report was received. The recipient may request an investigation of the misconduct report. Upon a majority vote of the Board, an investigation of the misconduct report may be initiated.

**Investigating
Misconduct**

An independent third party will conduct the investigation. Under this policy, “independent third party” means any person appointed by a majority vote of the Board to conduct this investigation.

During the investigation, the respondent Board member will be provided by the independent third party a list of the allegations lodged

in the misconduct report. The respondent Board member has the opportunity to respond to the specific allegations, either in writing or by meeting with the independent third party.

The independent third party will prepare investigative findings or an investigative report for the Board's review.

Sanctions Upon a Finding of Misconduct

The Board will have the authority to sanction a Board member for misconduct. The Board may find that misconduct has occurred by a majority vote of the Board.

Upon such finding, the Board may sanction the Board member found to have engaged in misconduct. Sanctions may include, but are not limited to:

1. Removing the Board member from serving on any Board committee;
2. Limiting travel and fee reimbursement for the Board member;
3. Requiring the Board member to attend additional training at the Board member's expense to be completed within a specified period of time;
4. Censuring the Board member; and/or
5. Any other sanction or action allowed by applicable law.

For purposes of this policy, "censure" means a public reprimand by the Board of a person through means of a written order or resolution for specified conduct. Sanctions imposed are to be read at the next scheduled Board meeting.

Filling a Vacancy

Any vacancy occurring on the Board through death, resignation, or otherwise, will be filled by a special election ordered by the Board or by appointment by resolution or order of the Board.

By Special Election

A special election to fill a Board vacancy is conducted in the same manner as the College District's general election except as provided by the applicable provisions of the Election Code. [See BBB]

If a vacancy in an office is to be filled by special election, the election will be ordered as soon as practicable after the vacancy occurs. A special election to fill a vacancy will be held on the first authorized uniform election date occurring on or after the 46th day after the date the election is ordered. For a vacancy to be filled by a special election to be held on the date of the general election for state and county officers (November of even-numbered years), the election will be ordered not later than the 78th day before the election day.

In all elections to fill vacancies of office in this state, it will be to fill the unexpired term only.

By Appointment

An appointment to the governing body of a local government will be made as required by the law applicable to that local government and may be made with the intent to ensure that the governing body is representative of the constituency served by the governing body. A local government that chooses to implement this provision will adopt procedures for the implementation. *Local Gov't Code 180.005(b)-(c)*

A vacancy on the Board may be filled by appointment through a resolution adopted by a majority of the remaining Board members. The Board may adopt procedures on a case-by-case basis, which may include an application process, or the Board may appoint a person who has expressed an interest in serving with or without an application process. Any person appointed must meet the qualifications set forth at Election Code 141.001(a) and Education Code 130.082(d).

The person appointed to fill the unexpired term will serve until the next regular election of members to the Board, at which time the position will be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position. *Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d)*

**Temporary
Replacement of
Board Member on
Military Active Duty**

An elected or appointed Board member who enters active duty in the Armed Forces of the United States as a result of being called to duty, drafted, or activated does not vacate the office held. In that case, the Board may, but is not required to, appoint a replacement to serve as a temporary active Board member as provided by Texas Constitution Article XVI, Section 72 if the elected or appointed Board member will be on active duty for longer than 30 days.

The Board member who is temporarily replaced may recommend to the Board the name of a person to temporarily fill the office. The Board will appoint the temporary acting Board member to begin service on the date specified in writing by the Board member being temporarily replaced as the date the Board member will enter active military service.

A temporary acting Board member under this policy has all the powers, privileges, and duties of the office. A temporary acting Board member will perform the duties of office for the shorter period of either:

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BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

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(LOCAL)

1. The term of the active military service of the Board member who is temporarily replaced; or
2. The term of office of the Board member who is temporarily replaced.

“Armed Forces of the United States” means the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, the U.S. Coast Guard, any reserve or auxiliary component of any of those services, or the National Guard.

Board Orientation

The Board and the District President shall provide an orientation for new Board members within the calendar year of their election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Invitations to meet with the District President and other administrative personnel designated by the District President to discuss services the administration performs for the Board.
4. Access to a copy of the Board's policies and administrative regulations and other documents and information currently in use by other Board members.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
7. Other information and activities as the Board or the District President deems useful in fulfilling the role of Board member.

The District President shall work with the Board to address the training needs of Trustees.

**Public Information
Coordinator**

The Chief Public Relations Officer or designee shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012.

Board Authority	The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.
Transacting Business	Official Board action will be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board will hold a discussion and reach a decision. The affirmative vote of a majority of all Board members will be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.
Individual Authority for Committing the Board	Board members as individuals will not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]
Individual Access to Information	An individual Board member, acting in the member's official capacity, will have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]
Limitations	<p>If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.</p> <p>An individual member will not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and (LOCAL).</p>
Requests for Records	<p>Individual members will seek access to records or request copies of records from the District President or other designated custodian of records. When a custodian of records other than the District President provides access to records or copies of records to individual Board members, the provider will inform the District President of the records provided.</p> <p>A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may request it as a member of the public. [See GCA]</p>

Requests for
Reports

No individual Board member will direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.

Directives to the District President or other College District staff regarding the preparation of reports that will, in the opinion of the District President, require excessive staff time or expense will be authorized by action of the Board.

Confidentiality

At the time Board members are provided access to confidential records or to reports compiled from such records, the District President or other College District employee will advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.

**Referring
Complaints**

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member will refer them to the District President or designee, who will proceed according to appropriate Board policy. [See DGBA, FLD, and GB]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

Staff Authority

Except as authorized by these policies, no employee or agent will have the authority to bind the College District contractually.

Code of Ethics

As a member of the Board, I will strive to improve community college education, and to that end I shall adhere to all state and federal laws, College District policies, and the following code of ethical standards:

1. Attend all regularly scheduled Board meetings insofar as possible and become informed concerning issues to be considered at those meetings.
2. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College District to the District President, and act on behalf of the Board only with the official authorization of a majority of the members of the Board.
4. Work with other Board members to establish and adhere to policies and practices prohibiting unlawful discrimination, including harassment on any basis prohibited by law.
5. Make policy decisions only after consideration of agenda items presented at publicly held Board meetings.
6. Render all decisions based on the available facts and my own independent judgment, while avoiding undue influence from individuals outside of the College District community.
7. Encourage the free expression of opinion by Board members and seek transparency in communications between Board members and students, staff, and community members.
8. Communicate to other Board members and the District President expressions of public reaction to Board policies and College District programs.
9. Stay informed about current educational issues by individual study and through participation in programs providing information necessary in the performance of my Board member role, such as those sponsored by the Texas Association of Community Colleges, the American Association of Community Colleges, the Association of Governing Boards, and the Association of Community College Trustees. I will not seek and will not accept appointments or leadership positions with such organizations in a representative capacity as a Board member of the College District without the express written authority of the Board.

10. Support the employment of those persons best qualified to serve as College District staff, insist on a regular and impartial evaluation of all staff, and respect the role and responsibilities of College District employees and contractors to empower them to work without my interference.
11. Act with integrity, avoid being placed in a position of conflict of interest, and refrain from using my Board position for actual or apparent personal or partisan gain.
12. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law, including all deliberations of the Board in closed/executive session.
13. Regularly conduct a Board of Trustees' self-assessment to give individual Board members an opportunity to assess how effectively they fulfill their responsibilities as Trustees and how effectively the full Board fulfills its duties.
14. Remember always that my first and greatest concern must be the educational welfare of the students attending the College District.
15. Refrain from any attempt to influence any operational decision of the College District, including but not limited to individual admissions, personnel, management, or purchasing decisions except when such an issue is being presented for consideration at a legally posted Board meeting; and do not engage in any communications about a specific grievance with any person with a pending grievance before the College District.

[Referenced in part from the National School Boards Association and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)]

**Leadership
Responsibilities**

The Board of Trustees sets a constructive tone for the entire College District. The Board strives to create a positive, future-oriented climate of integrity, innovation, and excellence and works to build effective relationships with all stakeholders. The Board understands and adheres to its governance roles and responsibilities under Board policies and applicable laws.

Trustees treat one another with respect and work as a team to accomplish the Board's work. Trustees prepare for Board meetings, avoid real or apparent conflicts of interest, adhere to ethical conduct, and vote on behalf of the entire community. The Board accommodates differing opinions when debating issues and bases decisions on information relevant to agenda items presented at

**Policymaking and
Advocacy
Responsibilities**

each Board meeting. The Board considers the political ramifications of its actions and stands up for what it believes is right for students, employees, and the community. A member of the Board of Trustees is responsible to the entire College District rather than to any individual part or constituency within the College District or community. Trustees do not request or demand action that violates any law, Board policy, or College District procedure.

The Board adopts policies to direct and guide the College District. Board policies define and uphold a vision and mission reflecting student and community expectations. Trustees act strategically, focus on priority items and on the community's future learning needs. Trustees engage in creative, thoughtful discussions as they plan for the future and envision what is best for the College District and community. Policies set standards for quality, ethics, and prudence in College District operations.

The Board balances and integrates the community's interests and needs into policies benefitting the common good and the College District's continuing operations. Trustees are aware of the community they serve by learning issues affecting the community and its demographic, economic, and social trends. Because the Board protects the public interest and represents the community's voice, Trustees understand what benefits the College District confers on the community, learn about community and regional needs and expectations, purposefully involve community discussion on issues that impact the community, and maintain good relationships with other community leaders.

Trustees advocate for and protect the College District. They promote the College District in the community and seek support for the College District from local, state, and national policymakers. They protect the College District's ability to fulfill its mission and promise to its communities. Trustees:

1. Know the College District's history, mission, and core values;
2. Recognize the College District's accomplishments;
3. Actively support the College District's mission and strategic plans;
4. Positively represent the College District in the community;
5. Serve as leaders in the community;
6. Participate in community activities as College District representatives, where permissible;
7. Adhere to ethical and SACSCOC accreditation standards;

8. Educate the community about the College District's needs and issues;
9. Remain informed of relevant state laws and regulations;
10. Understand state and national educational policy issues;
11. Advocate for College District interests to state and national personnel and legislators;
12. Actively seek political and civic support for the College District;
13. Work to secure adequate public funding for the College District;
14. Actively support the College District's foundation and fundraising efforts; and
15. Understand and protect the faculty's academic freedom.

BOARD INTERNAL ORGANIZATION
BOARD COMMITTEES

BCB
(LOCAL)

**Finance and Audit
Committee**

The finance and audit committee receives and reviews staff recommendations prior to making a recommendation to the Board of Trustees on matters involving budget development and amendment; ad valorem property tax analyses, truth in taxation calculations and locally authorized exemptions; changes in investment policy and authorized brokers/dealers; the annual comprehensive annual financial report; debt analyses; revenue and expense analyses, procurement recommendations and other fiscal strategies and impacts.

The finance and audit committee receives periodic updates on operational analyses and reviews the annual operational review plan.

**Campus Facilities
and Construction**

The campus facilities and construction committee receives and reviews staff recommendations prior to making a recommendation to the Board of Trustees on matters involving master planning; major building modifications; significant construction change orders that involve changes in scope or budget increases; recommendations on construction delivery methods; Requests for Qualifications (RFQ) to solicit architectural or construction services; contracts to engage architectural or construction firms; contracts to acquire land or to authorize capital improvement projects; acceptance of completed projects; and other facility-related matters.

**Organization,
Education, and
Policy**

The organization, education, and policy committee reviews recommendations from the District President related to organization, education, and College policies and makes recommendations to the Board for action.

**Representation on
Other Boards**

Members of the Board may also be appointed to represent the College on external boards, including but not limited to, economic development boards, Tax Increment Financing (TIF) boards, tax abatement boards, and the Collin County Community College District Foundation, Inc. Board.

**Texas Open
Meetings Act**

All committees of the Board shall meet in compliance with the Texas Open Meetings Act, as applicable. [See BCB(LEGAL)]

Definition	The Board shall consist of nine members. In the event of the death or resignation of one or more members, the Board shall remain defined as a nine-member Board for the purposes of determining a majority. [See BBB]
Meeting Place and Time	The notice for a Board meeting shall reflect the date, time, and location of the meeting.
Regular Meetings	Regular meetings of the Board shall typically be held on the fourth Tuesday of each month as posted. When determined necessary and for the convenience of Board members, the Board Chairperson may change the date, time, or location of a regular meeting with proper notice.
Special or Emergency Meetings	<p>The Board Chairperson shall call a special meeting at the Board Chairperson's discretion or on request by two members of the Board.</p> <p>The Board Chairperson shall call an emergency meeting when it is determined by the Board Chairperson or four members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
Agenda	The deadline for submitting items for inclusion on the agenda is the fifth business day before regular meetings and the fifth business day before special meetings, except in an emergency in accordance with the Texas Open Meetings Act.
Preparation Deadline	
Submission of Topics	The District President shall compile for review by the Board Chairperson all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the District President.
A Board Member May Request a Subject Be Included on the Agenda	The Board Chairperson and the District President shall confer regarding the proposed topics, and the Board Chairperson shall determine the topics for the official meeting agenda. The Board Chairperson shall ensure that any topic the Board or two Board members have requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chairperson shall not refuse to assign a topic requested by two Board members to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without that Board member's specific authorization.
Consent Agenda	When the agenda is prepared, the Board Chairperson shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by

one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Notice to Members Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]

Order of Business The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.

Rules of Order The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting Voting shall be by voice vote or show of hands, as directed by the Board Chairperson. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

Minutes Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board.

The official minutes of the Board shall be retained on file in the office of the District President and shall be available for examination during regular office hours.

Discussions and Limitation Discussions shall be addressed to the Board Chairperson and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairperson shall halt discussion that does not apply to the business before the Board.

The Board Chairperson shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board Chairperson shall not interfere with debate so long as members wish to address themselves to an item under consideration.

**Limit on
Participation**

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during the Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the Board Chair or presiding officer.

**Public Comment at
Posted Meetings**

At posted meetings, the Board will allot time within the meeting to hear persons who desire to make public comments to the Board. Persons who wish to participate in the portion of the meeting designated for public comment will sign up before the meeting begins and indicate the topic or agenda item(s) about which they wish to speak.

At regular Board meetings, citizens may address agenda or non-agenda items in their public comments.

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Public comment cards are available from and accepted by the Executive Assistant to the District President and Secretary to the Board of Trustees or designee for one hour prior to the start of the meeting. Citizens who wish to speak must complete the public comment cards and indicate the agenda item or topic on which they wish to address the Board.

Comment cards are not transferable to other speakers.

No comments by an individual citizen will exceed three minutes, except when a speaker uses a translator, in which case, the comments cannot exceed six minutes. The Board encourages, but does not require, delegations of more than five persons to appoint one person to present their views before the Board.

Comments addressing agenda items will be heard at the beginning of the Board meeting, in order of the corresponding agenda item, for the allotted total of 30 minutes or until all agenda-related comments have been heard.

If time remains within the comment period allotted by the Board, comments addressing non-agenda items will then be heard.

All comments related to non-agenda items that are not heard during the comment period allotted by the Board will be heard at the end of the regular Board meeting.

**Meeting
Management**

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board,

the Board Chair or presiding officer may make adjustments to public comment procedures, including:

- Adjusting when public comment will occur during the meeting;
- Reordering agenda items;
- Deferring public comment on non-agenda items; and
- Continuing agenda items to a later meeting.

However, public comment on agenda items shall not be moved after the agenda items have been heard. The Board Chair or presiding officer may also provide expanded opportunity for public comment, establish an overall time limit for public comment, and adjust the time allotted to each speaker. However, no individual shall be given less than three minutes to make comments.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board will not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

Complaints and Concerns

The presiding officer or designee will determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual will be referred by the Board or appropriate administrator to the applicable policy (see list below) to seek resolution:

1. Employee complaints — DGBA
2. Student complaints — FLD
3. Public complaints — GB

Disruption

The Board will not allow disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

Within the context of current law, the College District will be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Organization

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the College District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

At each policy code, the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

Terms

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for College District name terminology]

Harmony with Law

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, will be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity will not affect other provisions or applications of policy that can be given effect without the invalid provision or application. To this end, the provisions of this policy manual are declared to be severable.

Policy Development

Policies and policy amendments may be initiated by the District President, Board members, College District personnel, students, or community citizens but generally will be recommended for the Board's consideration by the District President.

Adoption and Amendment

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

Local policies will become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

Legally referenced policies are not adopted by the Board.

Official Policy Manual

The Board will designate one copy of the local policy manual as the official policy manual of the College District. The official copy

will be kept in the District President's office, and the District President will be responsible for its accuracy and integrity and will maintain a historical record of the College District's policy manual.

TASB Localized
Updates

After Board review of legally referenced policies and adoption of local policies, the new material will be incorporated into the official policy manual and into the online policy site maintained by the College District. If discrepancies occur between different copies of the policies, the version contained in the official policy manual will be regarded as authoritative.

Perfunctory Changes

The District President or designee may approve perfunctory or insignificant changes to any portion of a (LOCAL) policy, so long as such change does not alter the purpose, intent, or application of the policy. Perfunctory changes will be limited to changes made to correct spelling or grammatical errors, and to update titles, names, or other contact information for individuals or departments assigned to carry out the responsibilities of a particular policy.

Examples
of
Board
Procedures

B.8.1.1 Administrative Remedies Before Resort to Citizens to Be Heard

Responsible Department: Office of the Chancellor, Legal Services

Based on Board Policy: [B.8.1](#) - Board Meetings

Approved: 10-27-15

Last Amended: 5-14-18

Policy [B.8.1](#) directs that an employee or student wishing to address the Board personally or through another person during Citizens to Be Heard should first attempt to resolve a complaint or suggest a policy revision administratively through resolution channels established by policy and procedure.

Faculty and non-faculty employee non-policy complaints should be addressed through Policy [D.3.3](#) (Employee Complaints), Policy [D.3.2](#) (Protection from Retaliation), Policy [H.1.2](#) (Civil Rights Discrimination, Harassment and Retaliation), or Policy [D.5.6](#) (Employee Suggestion Plan Incentive Program), whichever policy is applicable, and the procedures associated with each policy. Faculty and non-faculty non-policy employee complaints also should be addressed through any other policy or procedure approved by the Board, including Policy [D.10.2](#) (Separation from Employment).

Non-faculty employee policy complaints or suggestions should be first addressed to the - for presentation to the District Administration.

Faculty employee policy complaints or suggestions should be first addressed to the pertinent department head for presentation to the College Administration with recourse to the College Faculty Senate and the District United Faculty Senates.

Student non-policy complaints should be addressed through Policy [F.4.2](#) (Student Code of Conduct), Policy [F.4.6](#) (Academic Grievances), Policy [F.4.7](#) (Non-Academic Grievances), or Policy [H.1.2](#) (Civil Rights Discrimination, Harassment and Retaliation), whichever is applicable, and the procedures associated with each policy.

Student policy complaints or suggestions should be first addressed through the Student District Council.

Any other complaints by members of the general public who are not students or employees should be first addressed to the College President or District Vice-Chancellor with responsibility for the matter or, if that responsibility is not readily determinable, then to the Chancellor for appropriate internal referral.

SECTION 6: City Council Conduct with City Staff

City Council's Governance of the City of Frisco relies on the cooperative efforts of elected officials, who set policy as a body, and City staff, who implement and administer the City Council's policies. Every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards City staff is not acceptable.

Limit contact to specific City staff Questions of City staff and/or requests for additional background information should be directed only to the City Manager, City Attorney, Deputy and Assistant City Managers, and City Secretary. The Office of the City Manager should be copied on any request. Ample time should be allowed for appropriate response.

Requests for follow-up or directions to staff should be made only through the City Manager or the City Attorney when appropriate. When in doubt about what staff contact is appropriate, City Council Members should ask the City Manager for direction. Materials supplied to a City Council Member in response to a request will be made available to all members of the City Council so that all have equal access to information.

In recognition of the limitations of staff time and resources, the City Council will not request unnecessary information. An exceptionally time-consuming request of City Council requires a majority vote by City Council approving the request.

Never publicly criticize an individual employee The City Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's department manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation. Comments about staff in the office of the City Attorney should be made directly to the City Attorney.

Do not get involved in administrative functions The Frisco City Charter and Code of Ethics contain information about the prohibition of City Council interference in administrative functions. City Council Members must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

Although citizens' direct access to elected officials is to be encouraged to help develop public policy, City Council Members should not develop a "personal intervention" pattern in minor calls for service or administrative appeals which may actually delay a timely customer service response. The best policy is to get the citizen into direct contact with the appropriate department or the City Manager, unless an unsatisfactory result has occurred.

Limit requests for staff support Routine secretarial support will be provided to all City Council Members. All mail for City Council Members is opened by the City Manager's Office, unless other arrangements are requested by a Council Member.

Requests for additional staff support are made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

Use of Letterhead and Logo Any and all use of City Letterhead, seal, or logo must be made part of the public record and copied to the City Manager's Office.

SECTION 10: City Council Conduct with the Media

Frisco's municipal government is more successful when the citizens are kept informed and educated about the issues facing their municipality. The media play an important role in the council-manager-media relations. It is through an informed public that progress is ensured and good government remains sensitive to its constituents.

The Mayor, City Council, and the City Manager recognize that the news media provide an important link between the City Council, appointed Board members, and the public. It is the City Council's desire to establish a professional working relationship to help maintain a well informed and educated citizenry.

City Council Members are frequently contacted by the media for background and quotes. If an individual City Council Member is contacted by the media, ideally the City Council Member should defer to the Mayor and/or seek the assistance of the City's Communications Director. Regardless, the City Council Members must be clear about whether any comments represent the official City position or a personal viewpoint. If comments are offered they should be shared to the rest of the City Council.

City Council Members and Staff are discouraged from "going off the record." Additionally, because comments can be taken out of context can cause problems, caution is advised about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

General guidelines to help ensure fair relationships with the media include:

1. During the conduct of official business, the news media shall occupy the places designated for them or the general public.
2. Agendas are posted in advance and meeting materials are available on the City's website.
3. In order to preserve the decorum and professionalism of City Council and Board meetings, the media are requested to refrain from conversing privately with other people in the audience and to conduct any interviews with the public outside the City Council Chambers while any City Council or Board meeting is in session.
4. Since each government body conducts business differently, reporters new to the City Council or Board meetings are welcome and encouraged to meet with the City Manager, Mayor, or City Communications Director prior to covering their first meeting to be informed of policies and procedures to help ensure a professional working relationship between the reporter and the City.
5. On administrative matters, the City Manager is the spokesperson.
6. The Mayor, or his/her City Council or City Staff designee, is the primary spokesperson for the City on matters regarding policy decisions or any City Council information pertaining to issues on the agenda. Comments to the media should reflect the majority view of City Council.

7. In order to ensure fair treatment of an issue, any clarifications requested by the media on the issue should be addressed after the meeting.

When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. This lets the public know that the item was seriously debated and options discussed before a vote was taken, and helps build confidence in the democratic process.
