



Policy Name:	Board of Trustees					
Section Number:	5.01	Section Title:	Board			
Policy Owner:	Office of the President		Last updated:	February 2020	Reviewed:	March 2020
Status:	Active		Due for Review:	March 2025		

### SELECTION OF THE BOARD

The Board of Supervisors, composed of five (5) elected representatives from each of the eight counties which support Jones County Junior College (Jones College), appoints representatives from their respective counties to serve as members of the Board of Trustees.

The Board of Trustees is comprised of six (6) trustees from the county of Jones, which is the county that originally established the institution. Five trustees are appointed by the county supervisors, one from each beat. One (1) member is the superintendent of Jones County schools.

There are two (2) trustees from the counties of Clarke, Covington, Greene, Jasper, Perry, Smith, and Wayne. One (1) from each county is appointed by the county supervisors and one (1) is the superintendent of the county school district.

In the event that the superintendent chooses not to serve, or a county superintendent position does not exist, the Board of Supervisors appoints a member.

Among the responsibilities of the Board are such matters as formulation and approval of policies for the operation of the college and approval of faculty, budget, and execution of contracts.

### Bylaws

The Board of Trustees of the Jones County Junior College District has those duties and powers prescribed by law in sections 37-29-1 through 273, Mississippi Code 1972 Annotated. The statutes establishing the junior college district prescribe the power, authority, and responsibility of the Board of Trustees.

In addition to the Laws and consistent therewith, these Bylaws are hereby adopted for the governing of the Board and Administration.

### Organization of the Board

#### Principles of Organization

- The members of the Board have governing authority only when the Board is in formal session.

- The control over the college by the Board shall be by resolution only whereby rules, regulations, and policies are adopted.
  
- Election of officers will take place according to the following guidelines:
  - Nominations from the floor are received at the January meeting.
  - The election shall be held at the January board meeting.
  - The order of election shall be as follows:
    - Election of the Chair
    - Election of the Vice-Chair
    - Election of the Secretary/Treasurer.
  
  - Terms of office shall be five years.
  - This election procedure shall take effect as of January 1 following the election of the Governor. • A majority of those present at the January board meeting must cast their vote in favor of each elected official.
  - Voting is to be by secret ballot or the show of hands.

#### Officers

- Chairman
- Vice-Chairman
- Secretary/Treasurer

#### Committees

- The Board shall generally transact business in the Committee of the Whole.
- The Chairman may, at his or her discretion or shall upon the request of the majority of the members present at any legal meeting appoint such temporary committees as the Chairman or the Board may see fit.
- The temporary committee shall enjoy such executive authority as shall be specifically granted to them by the Board.

#### Procedures

##### Selection of the President

- The executive officer in charge of the college shall be known as the President of the College.
- The election of the President shall be at the regular January board meeting before the expiration of the contract on June 30, the end of the fiscal year, or when the Board may decide to act for the benefit of the college.
- The President may not be nor become an officer of the Board.

#### Meetings

- Jones County Junior College Board of Trustees shall meet to conduct business on the third (3rd) Wednesday of each month commencing at or about 1:15 p.m., or on such date and at such time as set by the Board in the previous month's Board Minutes, or on such date and at such time as the Officers of the Board reset the meeting, provided advanced notice thereabout is given in advance to all Board Members.

- All Board meetings should be open to the public except that executive sessions may be held for the following purposes if requested by persons involved: to consider expulsion, suspension, or disciplinary action in connection with any student; to consider the employment or dismissal of a public officer or employee; to hear complaints or charges brought against a public officer or employee; or to consider any other matter for which the Board determines an executive session is necessary.
- The Board may, at its discretion, enter into executive session when called for by threefifths of the members present and may enter a closed session by a majority vote prior to considering the executive session question. Whenever an executive session is held, the Board shall reconvene in public meeting for the purpose of taking official action on the matter. Minutes shall be kept of all such meetings showing the members present and accurately recording any official action taken. This policy is adopted pursuant to Sections 25-41-1, et. sig., Mississippi Code of 1972.
- Eleven members shall constitute a quorum.

#### Order of Business

- Call to order
- Approval of minutes
- Committee reports and/or college proposals and projects
- Unfinished business
- Bills and accounts
- New business
- Adjournment

#### Policies of the Board

1. The Board shall adopt policies carefully defined and recorded.
2. All business transacted and decisions made in executive session of the Board shall be treated in strict confidence and not divulged to anyone by individual members of the Board, or by the President. Discretion shall be used in releasing information concerning public meetings.
3. The majority action of the Board on a given issue becomes the policy of the entire Board until such time as the question is again raised at a Board meeting for further consideration. The Board members pledge themselves individually and as a group to support the action of the Board.
4. Issues that are highly controversial where decisions cannot be immediately reached shall be postponed by a majority vote of the Board or referred to a committee for consideration.
5. It is the duty of the President to recommend personnel and to make nominations for appointment, and it is the duty of the Board either to accept or reject the President's nomination. Section 25-1-53 of the Mississippi Code 1972 Annotated prohibits employment of relatives of Board members. Although, it does not require the dismissal of any relative employed prior to the time the said trustee became a member of the Board.
6. Individual members of the Board will not consider employment applications made to them as individuals but will refer applicants to the President.

7. The Board will hold the President responsible for the discipline of the college. Individual complaints or recommendations will not be considered by the Board until first presented to the President in writing. The President shall then present to the Board said complaint or recommendation along with his recommendation concerning said matter.
8. Any question which would rescind previous action of the Board shall be given to the administration prior to the mailing of the Board letter on Friday prior to the board meeting on the following Wednesday, and same shall be included in the Board letter; this question shall be acted on at that meeting.
9. Conflict of Interest Policy: Each member of the Board of Trustees of Jones County Junior College (the "College") must maintain the highest ethical standards and avoid actual or apparent conflicts between their personal interests and those of the College. This policy statement is intended to provide specific guidance to all Trustees in maintaining the foregoing standards. This statement applies and shall be disseminated to all Trustees as the official statement of the Board of Trustee's general policy.
  - Best Interest of the College: In the conduct of the College's affairs, all Trustees must be aware that the paramount consideration and the basis for all decisions shall be the best interest of the College. Adherence to this standard is furthered when all matters are approached with an open mind, constrained always to the best interest of the College; all judgments are based on information that is complete and accurate for the purpose at hand; and each person is tolerant of the ideas and positions of others.
  - General Ethical Standards: All Trustees shall at all times act with decorum, honesty, integrity, and in accordance with the highest ethical standards. A relationship with the College shall not be used in any way that will facilitate the personal benefit of any Trustee.
  - Specific Conflict of Interest Policies: Certain outside business, professional, and other activities and relationships may interfere with a party's ability to perform official or assigned duties or may otherwise create a conflict with the interests of the College. Therefore, the Board of Trustees establishes the following general guidelines for Trustees having a relationship with any organization or person that involves a financial interest in, or holding of a position of authority with, any party conducting business with the College; and for Trustees engaging or seeking to engage in outside business, financial, and professional activities, either with or without compensation.
    - A Trustee shall not, directly or indirectly, engage in any outside business, financial, or professional transaction or other activity which conflicts with the interests of the College, which might reflect adversely upon the College, or which otherwise interferes with the Trustee's ability to discharge his or her duties as a Trustee freely. Any possible conflict of interest must be discussed with the Board of Trustees immediately upon recognition of the existence of a potential conflict.
    - Any financial interest, or any position as a fiduciary, officer, trustee, advisor or consultant, or any similar position of influence or authority, held by a Trustee in an organization or concern with which the College does business or is considering doing business, must be disclosed to the Board of Trustees immediately upon recognition of the existence of such relationship. Trustees are prohibited from representing the College or otherwise participating in any transaction with any organization or concern in which the Trustee or a direct family member of the Trustee has a relationship of the type described above, or prescribed by State Law.
    - Acceptance of any gift, entertainment, or other personal favors (except for ordinary and customary tokens of nominal value, participation in a business lunch or other meal paid for

by another party on an appropriate occasion and under appropriate circumstances, or inclusion in entertainment for a group of persons where the presence of a Trustee is clearly appropriate and consistent with the College's objectives) from any party that does or seeks to do business with the University, including prospective donors, may present an undesirable appearance of impropriety or may be inappropriate under specific circumstances. If in doubt about any such matter, a Trustee should seek the advice of the Board of Trustees.

- Trustees must at all times maintain confidentiality of the College's affairs, proprietary business information, and other internal procedures, personnel information, and the like that are not publicly disclosed through the various reports prepared or filed by the College pursuant to law. Even with respect to information that might be ascertained through research of publicly available materials, whether discussion or disclosure is appropriate under the immediate circumstances must be determined.

#### Procedures

- Each fiscal year, all Trustees shall file with the Chair of the Board of Trustees a statement in the form attached hereto listing for the Trustee and his or her spouse all directorships, trusteeships, memberships, or other relationships which might cause the individual to be biased or otherwise partial in any business or educational matter involving the College. Such statements shall be filed within 30 days after the beginning of Fall Semester of the academic year. The information provided in such statement will be used solely in the internal management of the College to effect the administration of its conflict of interest policy, and by providing the requested information, each Trustee acknowledges understanding of this requirement and consents to this (and no other) use.
- All potential conflicts of interest shall be disclosed at the earliest possible time during any meeting or other proceeding at which a matter is to be considered involving an organization in which such a personal interest is held. When a conflict or potential conflict exists, the affected person shall abstain from voting or acting upon the pertinent item, withdraw from the meeting, abstain from participating in or informally influencing the decision-making process except to provide factual information upon request, and/or withdrawing from board service completely, depending on the nature of the conflict.
- This statement of policy shall in no way be construed to limit whatsoever any conflicts of interest provision (whether or not it is explicitly designated as such) in the College's Policy and Procedure Manual. Each Trustee is responsible for reviewing the College's Policy and Procedure Manual, and all provisions thereof are hereby incorporated by reference.

Conflict of Interest Statement

Jones County Junior College  
Board of Trustees  
Conflict of Interest Statement

This is to certify that the undersigned, a member of the Board of Trustees of Jones County Junior College, (The College) does solemnly attest:

I have reviewed, understand, and hereby agree to the Conflict of Interest Policy

Set forth below (or an attachment hereto, if necessary) is a list of all of my and, if applicable, my spouse's current directorships, trusteeships, memberships and other current affiliations that might cause me to be biased or otherwise partial in any business or educational matter involving Jones County Junior College.

During the year \_\_\_\_\_, neither I nor, to the best of my knowledge, any member of my family has had any interest in or taken any action which would contravene this policy, except such interest or action as I have disclosed below:

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_