Section 1. The Board of Governors is As the legally constituted and final authority for the operation of the Pima County Community College District, The Board of Governors shall perform the following functions:

1. Determine the mission of the College and, based upon the mission, formulate College goals priorities;

2. Periodically determine criteria for the evaluation of evaluating the success of the College in attaining Board-approved goals priorities; and evidence-based results for each priority will be measured and reported annually.

3. Adopt bylaws for the Board and Board Policies to guide govern the College.

4. Select a model of governance that will meet the needs of the Pima Community College and the community it serves.

5. Establish limitations for and delegation of authority to the Chancellor of the College. The Chancellor shall serve as the Chief Executive Officer of the College.

6. Oversee and annually evaluate the Chancellor.
Section 2. In its role as a liaison between the College and the public, the Board of Governors shall perform the following functions:

1. Interpret the College mission, goals, and programs to the general public; and

2. Define and support the interests and needs of the College to all levels of government.

Section 3. The rules contained in the latest edition of Robert’s Rules of Order, Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Section 2. In its role as a liaison between the College and the public, the Board of Governors shall perform the following functions:

(A) Interpret the College mission, goals, and programs to the general public; and

(B) Define and support the interests and needs of the College to all levels of government.
Section 1. The five voting members shall be required to accept the oath of office.*

Section 2. The term of office for an elected Board member is six years.

Section 2—All reference to members of the Board in these bylaws pertain only to the five publicly elected voting members unless otherwise specified.

* See ARS 15-1441 for length of term of office.
There shall be five non-voting representatives to the Board of Governors: two one faculty representatives, two one institutional support personnel representatives, and two one student representatives. A faculty representative from the regular full-time faculty shall be elected from the membership of the faculty-elected governing body (Faculty Senate); an institutional support representative from the regular full-time staff shall be elected from the membership of the staff-elected governing body (Staff Council); a student representative shall be elected from the membership of the campus student-elected governance bodies on an annual rotating basis of two one campuses per year. In addition, one administrator and one adjunct faculty member will be elected by their groups. These non-voting representatives serve in an advisory role to the Board of Governors. The Faculty Senate representatives, and the Staff Council institutional support personnel representatives, the Administrator and the Adjunct Faculty representative shall serve staggered two-year terms. Student representatives shall serve one-year terms. Their reports at the regular meetings of the Board of Governors will contain brief highlights of their group’s activities during the preceding month and any positive recognition. They may also comment on action items on the current agenda, include group concern(s) and offer suggestion(s) for consideration by the Board.
### Bylaw Article Title: Officers

<table>
<thead>
<tr>
<th>Bylaw Article Number:</th>
<th>IV</th>
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<tbody>
<tr>
<td>Adoption Date:</td>
<td>11/15/78</td>
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<tr>
<td>Revision Date(s):</td>
<td>11/5/13; 11/7/13; 11/15/13; 11/22/13</td>
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<tr>
<td>Motion Number:</td>
<td>1516, 1518</td>
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<tr>
<td>Legal Reference:</td>
<td>ARS 15-1443-C</td>
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</tbody>
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Section 1. The officers of the Board shall be the Chairman of the Board and Secretary of the Board. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board.

Section 2. The officers shall be selected from and elected by or rotated through the members of the Board of Governors. At the annual meeting (Article VI, Section 3), the Board shall nominate and elect these officers for a term of one year.

Section 2. The Board shall nominate and elect officers for a term of one year at the annual meeting (Article VI, Section 3). Board members shall rotate through these offices based on their original swearing-in date. Exceptions can be made to this section by majority vote.

Section 3. In the absence of the Secretary of the Board, the Board Chairman shall be empowered to appoint the member present who has the greatest length of service on the Board to fulfill the obligations of the Office of the Secretary. In the absence of both the Chairman and Secretary of the Board, the Board member present with the greatest length of service shall be empowered by the Board to perform the duties of the Board Chairman.
Section 3. Vacancies for the unexpired term of an officer occurring in an office shall be filled by the Board at any regular or special meeting.
Section 1. The Chairman of the Board shall perform the following duties:

1. In consultation with the Board and the Chancellor College Chief Executive Officer, plan the work of the Board and set Board priorities;

2. Preside at all meetings of the Board when possible;

3. Act on behalf of the Board when required by law or by direction of the Board by signing contracts and other official documents in the name of the Board;

4. Sign communications from the Board, except where the Board decides otherwise;

5. Represent or designate a representative from the Board upon occasions as prescribed by law or state regulations or when assigned to do so by the Board; Serve as or designate a Board member to represent the Board on occasions prescribed by law, state regulations or when assigned to do so by the Board;

6. Perform such other special duties as shall be prescribed by law or as vested in the Board Chairman by the Board;
7. In the absence of the Secretary of the Board, the Board Chair shall be empowered to appoint the member present with the longest service on the Board to fulfill the obligations of the Office of the Secretary.

8. After consultation with the Board, appoint members to standing advisory committees which are created by the Board.

9. Act as the official spokesperson for the Board.

Section 2. The Secretary of the Board shall perform the following duties:

1. Sign the minutes and records of meetings of the Board and such other documents as directed by the Board;

   (B) Sign communications from the Board, except where the Board shall otherwise order;

2. In the absence of the Board Chairman preside at Board meetings and, by action of the Board empowering the Secretary, assume responsibilities vested in the Board Chairman;

3. Perform such other special duties as shall be prescribed by law, determined by or lawful regulations or delegated to the Secretary by the Board.

Section 3. In the absence of both the Chair and Secretary of the Board, the Board member present with the longest service shall be empowered by the Board to perform the duties of the Board Chair.
Section 1. The regular meetings (as specified in ARS 15-1443) shall be held on
the second Wednesday of every month at such time and place as the Board
determines, unless otherwise ordered by the Board.

Section 2. Special meetings may be held at the call request of the Chief Executive
Officer Chancellor, the Board Chair or upon a call issued in writing signed by a
upon request in writing by two Board members, majority of the Board in a signed
statement. The purpose of special meetings shall be to transact business or to study
and discuss matters issues brought to the Board.

Section 3. In January of each year, the Board shall hold an annual meeting, as
specified by ARS 15-1443(B), for the purpose of electing officers and conducting
such other business as may be necessary. The annual meeting will be the first
Governing Board meeting in January, unless the Chancellor and Board President
Chair designate a different January meeting as the annual meeting. The Board may
also select representatives to various organizations and discuss the parameters of
that appointment.

Section 4. A majority of all members of the Board shall constitute a quorum for
the transaction of any business. A majority vote of the Board members present
shall be required for any action to be taken. However, action may be taken only at meetings called pursuant to sections 1, 2 and/or 3 of this article; Board members may participate by phone, online or by any other electronic means; no action shall be taken during meetings of any standing, special or at meetings of advisory committees or subcommittees of, or appointed by, the Governing Board. Abstentions and blank ballots shall be disregarded in the determination of a majority. When temporary absences of members in a meeting reduces the membership below a quorum, a recess may be taken until a quorum is present.

Section 5. Any Board member can request agenda items by forwarding them to the Board Chair and the Chancellor.

Section 6. The order of business for regular and special meetings shall be determined by the Chairman and Chief Executive Officer the Chancellor. The order of business and supporting materials shall be distributed to members of the Board five days in advance of the meeting, but in no case less than 24 hours prior to the meeting.

Section 7. The Chief Executive Officer Chancellor of the College, or his or her designee, shall attend each regular and special meeting of the Board for the purpose of presenting business items of business and reports of interest to the Board.
## Committees

<table>
<thead>
<tr>
<th>Bylaw Article Title:</th>
<th>Committees</th>
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<tbody>
<tr>
<td>Bylaw Article Number:</td>
<td>VII</td>
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<tr>
<td>Adoption Date:</td>
<td>11/15/78</td>
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<tr>
<td>Revision Date(s):</td>
<td>2/18/81; 5/18/83; 11/5/13; 11/7/13; 11/15/13; 11/22/13</td>
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<td>Motion Number:</td>
<td>1523; 2418; 3296</td>
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<tr>
<td>Legal Reference:</td>
<td>ARS 15-1445; ARS 38-431</td>
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**Section 1.** There may be such standing and ad hoc committees as the Board of Governors may from time to time establish advisory committees for the study of particular issues, functions or areas, for the discharge of particular duties. They shall serve in an advisory capacity to the Board.

**Section 2.** Except as provided in this article, the College Chief Executive Officer shall serve in an advisory capacity on standing committees. The chairman of any standing committee, with the consent of the Board Chairman and College Chief Executive Officer, may appoint an employee of the College to assist the committee in carrying out its duties. Depending on the nature of the advisory committee, membership will include one or two Board members and may include employee representatives, students and community members. The committees will be led by co-chairs; one of the two co-chairs will be a Board member. The Chancellor may also appoint a key employee to assist a committee in completing its duties.

**Section 3.** There shall be such standing committees as specified in this article and such additional standing committees as may be created by the Board. Members of standing advisory committees, and such additional standing committees as created by the Board, shall be appointed by the Board Chairman annually, at or following the annual meeting of the Board. If a Board member is on a committee, the Board
Section 4. Except as provided in this article, all standing advisory committees shall meet at least two times annually, more if necessary. They shall report to the Board no later than the May Board meeting, at a time desired by the Committee or one requested by the Board, at the last regular meeting of the calendar year and/or either at a time desired by the committee or requested by the Board.

Section 5. The Board of Governors may at any time discontinue any of its standing advisory committees by majority vote, for such time as may be determined. The responsibilities of any committee so discontinued shall be performed by the Board.
# Pima County Community College District Board Bylaws

## Bylaw Article Title:

**Discrimination Prohibited**

<table>
<thead>
<tr>
<th><strong>Bylaw Article Number:</strong></th>
<th><strong>IX VIII</strong></th>
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<tbody>
<tr>
<td><strong>Adoption Date:</strong></td>
<td>11/15/78</td>
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<tr>
<td><strong>Revision Date(s):</strong></td>
<td>3/8/95, 11/5/13, 11/7/13, 11/29/13</td>
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<tr>
<td><strong>Motion Number:</strong></td>
<td>1526; 5319</td>
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<tr>
<td><strong>Legal Reference:</strong></td>
<td>Title VI &amp; VII of the 1964 Civil Rights Act (and as amended); Title IX of the Education Amendments of 1972; Executive Order 11246 (and as amended); Age Discrimination in Employment Act of 1975; Rehabilitation Act of 1973, Sections 503 &amp; 504 (and as amended); Vietnam Era Veterans Readjustment Act of 1974; Americans with Disabilities Act of 1990; Equal Pay Act of 1963; Arizona Civil Rights Act of 1965; Uniformed Services Employment and Reemployment Rights Act of 1994; <a href="https://www.legis.arizona.gov/Legislation/CurrentStatutes/Statutes/Title26/ARS-26-167-and-168">ARS 26-167 and 168</a></td>
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### Section 1

In its role as a governing body, the Board shall not discriminate against any person on the basis of race, color, national origin, religion, sex, gender, sexual orientation, disability, age, or on the basis of membership as set forth in USERRA—military service, or any other basis which is proscribed by federal and Arizona state law.
Pima County Community College District
Board Bylaws

Bylaw Article Title: Amendment of Bylaws

Bylaw Article Number: X IX
Adoption Date: 11/15/78
Revision Date(s): 2/8/95, 11/5/13, 11/7/13, 11/22/13
Motion Number: 1527, 5300
Legal Reference: ARS 15-1445

Section 1. These bylaws may be altered, repealed, amended, or added to by a two-thirds vote of the Board at any regular meeting or special meeting called for that purpose with the following stipulations. A Notice of intention to move for such an amendment or change shall have been filed with the Chairman of the Board and read at a previous regular meeting, and provided Each member of the Board shall have been furnished with a copy of the proposed amendment(s) or change to be acted upon at least 10 days prior to the meeting at which the Bylaws will be amended.

Section 2. The Board will periodically review the Bylaws at least every three years and may, if it deems it necessary, amend these Bylaws at any time. The frequency of review is within the sole discretion of the Board.
Section 1. General

Elected or appointed members of the Governing Board of the Pima County Community College District are representatives of the citizens of the county.

Board members’ obligations, as a group, are both legal and ethical.

The Governing Board of the Pima County Community College District commits itself to the very highest legal and ethical conduct, as well as to carry out its requirements under the applicable education code provisions of the state of Arizona and such other local, state, and federal laws as should apply.

Section 2. Legal Powers and Duties

1. Carry out all requirements prescribed by the Arizona Education Code provisions and other local, state and federal laws, as they apply.

1. Maintain the community college for a period of not less than eight months in each year, and if the funds of the district are sufficient, maintain the College
2. Operate within the guidelines set forth by the College’s accrediting agencies.

2. Enforce the courses of study and the use of textbooks prescribed and adopted by the State Board.

3. Visit the community college and examine carefully its management conditions and needs.

4. Exclude from the College all books, publications or papers of a sectarian, partisan, or denominational character intended for use as textbooks.

5. Appoint and employ a chief executive officer, administrators, faculty, and such other officers and employees it deems necessary.

6. Determine the salaries of persons appointed and employed.

7. Remove any officer or employee when in its judgment the interests of education in the state so require.

8. Award degrees, certificates and diplomas upon the completion of such courses and curriculum as it deems appropriate.

9. Appoint, if deemed necessary by the District Board, security officers who shall have the authority and power of peace officers for the protection of persons and property under the administration of the District Board.

10. Receive, hold, make and take leases of and sell personal property for the benefit of the community college district under its jurisdiction.

11. Obtain insurance against loss, to the extent it is determined necessary on community college buildings of the District, whether financed in whole or in part by state monies. The local District shall have an insurable interest in the buildings.

12. The District Board may administer trusts declared or created for the district, and receive by gift, devise or bequest, and hold in trust or otherwise, property wheresoever located and when not otherwise provided dispose of such property for the benefit of the district, provided, with respect to real property, that the State Board has consented to the disposition thereof.
Section 3. Ethical Responsibilities

The Governing Board shall:

1. Recognize its **only** duty is to represent the entire community county and to make decisions, which can benefit all constituents. Individual Board members should recognize the unique aspects of their geographic constituency when considering the needs of the entire District.

2. Accept the concept that each Board member is only one member of an **five** member educational team.

3. **Recognize that the strength and effectiveness of the Board is as a Board, not as a group of individuals.**

4. Assure the opportunity for high quality education for every student, within the fiscal limitations of the District.

5. Take official actions only in public sessions.


6. **Recognize that the strength and effectiveness of the Board is as a Board, not as a group of individuals.**

7. Recognize the unique contributions of representatives to the Board in the Board’s deliberation of agenda items.

8. Delegate authority to the **Chief Executive Officer Chancellor** as the Board’s executive and confine Board action to policy determination, priority setting, planning, overall approval and evaluation of College performance, and maintaining maintenance of the fiscal stability of the District.

9. Employ competent, trained personnel. **as recommended to the Board.**

10. Insure an atmosphere in which controversial issues can be presented fairly and civilly and in which the dignity of each individual is maintained.

11. Respect the **elected** office of the Board member and in no way misuse the power inherent in the office.
12. Recognize the responsibility to adhere to these ethical responsibilities.

Section 4. Conflict of Interest

Any board member who has, or whose relative has, a substantial interest in any decision, contract, sale, purchase or service to Pima Community College shall make known that interest in the official records of Pima Community College and shall refrain from voting upon or otherwise participating in any manner in such decision, contract, sale or purchase, as more particularly set forth in A.R.S. § 38-501 et. seq.

Section 5. Procedural Responsibilities

In keeping with the Governing Board’s bylaws and policies, the Board asserts its responsibilities and:

1. Requests all employees, by group representative of employees, to avail themselves of all administrative remedies and complaint resolutions procedures before requesting Governing Board involvement.

2. The Governing Board Provides an opportunity for public comment at its regular meetings—for the general public, through the “Citizens Interim” Public Comment section of the meeting; for employees, through representatives’ reports. Unless the comment and information contained in these reports relates to agenda items, Board action is limited to directing staff to study and/or to schedule the matter for future consideration.

3. Recognizes the first amendment, freedom of speech principle, as fundamental to the operation of the District and that no employee representative of the District shall be subjected to economic or professional sanction for expressing his/her opinion in open meetings of the Board. Employees have a responsibility to express specific concerns in a timely manner.

4. Channels for communications will be followed whereby requests for materials from District employees for any Board action will be transmitted to the Governing Board through the Chief Executive Officer and that Governing Board members will request information and action through the Chief Executive Officer.

4. Asks that requests for information about Board actions be submitted through the Chancellor’s Office.
5. The Governing Board Acknowledges the concern importance of faculty and employee and student of the District in certain matters relating to possible misinterpretation of understanding Governing Board members’ roles and functions. In so acknowledging such concerns, To promote such understanding, the Governing Board affirms the following:

a) That It is has been and shall continue to be the policy of the Governing Board that the administration, and faculty, and staff and students of this District have the opportunity to participate, where as appropriate, in the decision-making processes of the District.

b). The Chairman of the Governing Board and the Chief Executive Officer of the College acknowledges its responsibility to meet Arizona legal requirements regarding open meetings for public bodies, the legal restraints which require reasonable and practical notice to be given prior to any Board meeting where action will be taken.

c). The Board acknowledges that its authority is legally vested only as when the Board acts as a whole; and that, as individuals, the members of this Board have not authority to mandate action on the part of the District. This policy shall, however, in no way restrict individual Board members from full and complete access to all of the campuses of the District and to a complete range of inquiry to the Chief Executive Officer Chancellor. The Chancellor who will obtain information from the District College employees and students for the Board members so that they the Board may be more fully informed and may properly exercise their its responsibilities, as voting members of this Board. In turn, the Board members will appreciate the fiscal and physical constraints on the institution in obtaining information.

d). That All employees of the District be are advised that the hiring, assigning, transferring, terminating or disciplining of personnel of the District employees will be handled according to established personnel policies through the office of personnel Human Resources.

e).——That the Governing Board recognizes the first amendment, freedom of speech principle, as fundamental to the operation of the District and that no employee representative of the District shall be subjected to economic or professional sanction for expressing his/her opinion in open meetings of the Board.
5. That members of the Governing Board recognize their responsibility to adhere to the code of ethics.
Section 1. The Board of Governors shall hold an orientation session for new members of the Board of Governors within sixty (60) days of their election or appointment to the Board.

Section 2. Orientation sessions shall include the following:

1. General overview of the College, its programs, services and operations

2. Role and function of the Board of Governors

3. Principles of Board decision making

4. Board/Chief Executive Officer Chancellor relations

5. Ethical issues standards

6. Response to Complaints handling

7. Board appointments

(1) Listen.
(2) Ask questions sufficient to verify the nature of the complaint.

(3) Avoid pursuing questions on an item which could potentially be a matter that would ultimately come before the Board of Governors for a decision.

(4) Urge the complainant to use existing college procedures for resolving problems.

(5) Let person know complaint will be referred to the Chief Executive Officer.

(6) Contact Chief Executive Officer and explain nature of complaint.

(7) Chief Executive Officer will verify response is made to person making complaint.

(8) Chief Executive Officer will verify Board member is notified of resolution of complaint.
Pima County Community College District
Board Bylaws

Bylaw Article Title: Response to Complaints

Bylaw Article Number: XII
Adoption Date: 12/9/13
Revision Date(s): 11/15/13; 11/26/13; 12/9/13
Motion Number: 12/9/13
Legal Reference: ARS 15-1445

Section 1. General

To promote the timely and appropriate response to complaints regarding the College and to maintain the appropriate distinction between the roles of the Governing Board and College administration, the Governing Board members shall follow specific processes for responding to different types of complaints, as set forth below.

Section 2. Definition of a Complaint

For purposes of the complaint reporting processes described in this Article of the Bylaws, a “complaint” shall mean an allegation that there has been a violation of applicable federal law, state law, accreditation requirement, ethical standard, or published College policy or standard.

Section 3. Process for Handling Specific Types of Complaints

1. Complaint of a general nature
   a. Avoid pursuing questions into the details of a complaint subject matter that could ultimately come before the Board of Governors for a decision regarding the application of a College policy to a specific individual (e.g. an employee grievance of an adverse personnel action.)
b. Urge the complainant to use existing College procedures for resolving concerns.

c. Refer the complaint to the Chancellor, and may refer the complainant to the Office of the Chancellor.

d. The Chancellor shall confirm to the Governing Board that the complaint has been addressed.

2. Complaint about the Chancellor

a. Notify the Board Chair and College legal counsel, who shall notify all Board members.

b. Determine in consultation with College legal counsel whether the allegations, if accurate, would constitute a violation of applicable law, College policy, the terms of the Chancellor’s contract, or any other applicable standards of conduct or performance.

c. If the alleged conduct would qualify as such a violation, determine in consultation with legal counsel the most appropriate means for conducting unbiased fact finding, which might include outside professional services.

d. Take appropriate corrective action as warranted by the results of fact-finding and consistent with due process.

e. Provide notice of resolution to the complainant.

3. Complaint about a Board Member

a. Notify the Board Chair, Chancellor and/or College legal counsel, who shall notify all Board members.

b. The Board member who is the subject of the complaint shall not participate in Board discussions or decisions about how to address the complaint, except as required to provide due process for the Board member.

c. Determine in consultation with the Chancellor and College legal counsel whether the allegations, if accurate, would constitute a violation of applicable law, College policy, or any other applicable standards of conduct or performance.

d. If the alleged conduct would qualify as such a violation, determine in consultation with the Chancellor and College legal counsel the most appropriate means for conducting unbiased fact finding, which might include outside legal counsel and/or outside professional services.

e. Take appropriate corrective action as warranted by the results of fact-finding.

f. Provide notice of resolution to the complainant.