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## **ARTICLE I - THE BOARD OF TRUSTEES**

### **MEMBERS OF THE BOARD: ELECTION - QUALIFICATIONS - VACANCY**

#### **1.00 DISTRICTING OF THE COLLEGE DISTRICT**

Pursuant to 178.820 RSMo the Mineral Area College District shall be divided into two (2) sub-districts each composed of contiguous territory of substantially equal populations.

The two (2) sub-districts will be determined by a redistricting committee composed of six (6) residents of the Community College District: three (3) appointed by the Board of Trustees and three (3) by the Coordinating Board for Higher Education.

The President and Board of Trustees of the College will review census data as it is issued to determine if redistricting will be required to maintain substantially equal populations in the two (2) contiguous districts. If so, procedures specified in 178.820 RSMo will be followed to bring the sub-districts into compliance.

Each of the Trustees representing the two (2) sub-districts shall be voted on and elected by qualified voters of the sub-district in which the Trustee resides and which the Trustee represents.

All Trustees shall live in the sub-district he/she represents. Trustees who move out of the sub- district or the district to which they were elected are disqualified from holding office.

#### **1.01 TIME AND METHOD OF ELECTION**

The time and method of election of Trustees shall be in accordance with the sub-districting plan approved by the Coordinating Board for Higher Education and by the Comprehensive Election Laws. Trustee elections will be held in odd numbered years on the first Tuesday in April as provided by law (Revised Statutes of Missouri).

#### **1.02 TERM OF OFFICE, QUALIFICATIONS**

Two Trustees will be elected at each biannual election for terms of six years. Candidates for the office of Trustee shall be citizens of the United States, at least twenty-one (21) years of age who have been voters of the district for at least one (1) whole year preceding the election, and, they shall be voters of the sub-district for at least one (1) whole year preceding the election (Revised Statutes of Missouri).

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### **1.03 VACANCY - HOW FILLED**

In the case of a vacancy occurring in the membership of the Board of Trustees from any cause, including moving out of a sub-district from which the member was duly elected, it shall be the duty of the Secretary to certify such fact to the Board and to each remaining member thereof. After such certification and public notice, the Trustees, at a regular or special meeting, shall nominate and appoint a successor Trustee after ascertaining the qualifications of possible appointees to serve until the next election held by or for the district when a Trustee shall be elected for the unexpired term. Upon appointment by the Board, the Secretary shall issue a certificate of appointment to the newly appointed Trustee. When a person becomes a member of the Board of Trustees by appointment, the new member shall be seated at the next regular meeting after said appointment and after having taken the prescribed oath of office (Revised Statutes of Missouri).

## **ORGANIZATION OF THE BOARD**

### **1.10 OATH**

All members of the Board of Trustees shall be required to take and subscribe to an oath of office in the following form:

I do solemnly swear (or affirm) that I will support and defend the Constitutions of the United States and the State of Missouri, and that I will faithfully conduct the duties of the office of Trustee of the Community College District of Mineral Area, Missouri.

(178.830 RSMo, citing Article VII, Sec. 11 of Missouri Constitution)

### **1.11 ASSUMING OFFICE**

At the first meeting of the Board of Trustees after the election of a member or members of the Board of Trustees has been certified, said member or members so elected and certified shall present themselves for the purpose of being seated. The oath need not be taken at a regular or special Board meeting and can be taken any time after a Board member has been appointed or elected. If the oath of office has not already been taken, the newly elected member or members shall then swear (or affirm) the prescribed oath before a competent official. A new member shall file his oath with the Secretary of the Board. The President of the Board of Trustees shall thereupon recognize the person as member of the Board of Trustees, and he/she shall thenceforth be entitled and qualified to perform the duties of the office of a member of the Board of Trustees (Revised Statutes of Missouri).

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### **1.12 OFFICERS OF THE BOARD - TERM OF OFFICE**

The officers of the Board of Trustees are President, Vice President, Secretary, Treasurer, and Treasurer Pro Tem. Election may be by secret ballot at a regular or special meeting of the Board for that purpose. Officers shall serve terms of two years and shall be elected by the Board of Trustees in regular session in April of the odd numbered years, but subsequent to the regular election in which Trustees are elected to the Board (Revised Statutes of Missouri).

### **1.13 RECORDING SECRETARY**

The Secretary may choose to appoint a recording secretary for the purpose of preparing minutes of Board meetings. The President of the Board of Trustees shall verify the accuracy of the minutes as soon as practical upon approval.

## **MEETINGS**

### **1.14 RECORD REQUEST POLICY**

Pursuant to the requirement of all governmental entities to establish a policy for the request of and access to records, we outline the following criteria:

1. The Custodian of Records shall be the Recording Secretary, which is appointed by the Board Secretary.
2. The Custodian's business hours are 8:00 a.m. through 4:00 p.m. Monday through Friday, from August through May. Custodial hours for June and July are 8:00 a.m. through 3:00 p.m. These hours exclude dates on which the campus is closed as noted on our academic calendar. The business location is 5270 Flat River Road, Park Hills, MO 63601.
3. Original records will be made available on site based on the hours noted, and the copying of public records will be charged at a reasonable fee to cover document search, duplication, staff time involved, postage, and the actual cost of the copy (not to exceed the fee allowable per page based on the Missouri Law). Payment may be required prior to delivery of the request by the Custodian.
4. All requests must be in writing. All requests will be delivered via email, regular mail, or made available for pick up during the hours noted above.

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### **RECORD REQUEST POLICY – CONTINUED**

5. The Custodian will provide an explanation for the delay of delivery of the records request if not made available within three business days after the Custodian receives the original request. If access to a records request is not permitted, a request can be made to the Custodian for a written explanation for the basis of the denial. The Custodian will, before the end of the third business day following the request for explanation, provide a written statement to support the request denial and reference the specific provision of the law authorizing the denial of access to the records.
6. Any student records should be requested through the Registrar's office.

### **1.20 REGULAR MEETINGS**

The Board of Trustees shall meet on the College campus or at an alternate location selected by the President of the Board, in regular session on a date and at a time designated by the Board. The date for a subsequent meeting may be rescheduled at the regular meeting or by the President of the Board of Trustees upon notice to all Trustees.

### **1.21 SPECIAL MEETINGS**

Special meetings may be held

1. At a time fixed by the Board of Trustees;
2. On the call of the President of the Board of Trustees;
- or
3. On the call of a majority of the members of the Board of Trustees.

Each member shall be notified of the time, place, and purpose of special meetings twenty-four (24) hours in advance whenever possible.

### **1.22 OPEN MEETINGS**

The public may attend both regular and special meetings. Votes and records shall be available.

### **1.23 CLOSED MEETINGS**

1. Any meeting, record, or vote pertaining to legal actions, causes of action, or litigation involving a public governmental body, lease, purchase, or sale

## **ARTICLE I - THE BOARD OF TRUSTEES**

### **CLOSED MEETINGS – CONTINUED**

of real estate where public knowledge of the transaction might adversely affect the legal consideration thereof, may be conducted as a closed meeting, closed record, or closed vote (Revised Statutes of Missouri).

2. Any non-judicial mental health proceedings and proceedings involving physical health, scholastic probation, scholastic expulsion, or scholastic graduation, welfare cases, meetings relating to the hiring, firing, or promoting of personnel of a public governmental body may be conducted as a closed meeting, closed record, or closed vote (Revised Statutes of Missouri).
3. Other meetings, records, or votes as otherwise provided by law may be conducted as closed meetings, closed records, or closed votes.
4. Meetings of the Board of Trustees shall be governed by Sections 610.010 RSMo, which is considered as part of the POLICIES AND BY-LAWS and which may be amended from time to time by the Missouri Legislature (Revised Statutes of Missouri).
5. Any vote in closed session will be made available to the public within 72 hours of adjournment, following the guidelines established in Sections 610.022, 610.024, and 610.032 RSMo.
6. All motions or any vote taken in closed session shall be conducted by roll call.

#### **1.24 NOTIFICATION OF MEETINGS**

The general public shall be informed of all special meetings or changes of date of a regular meeting by notification of the news media at least twenty-four (24) hours in advance whenever possible.

#### **1.25 ABSENCE FROM MEETING**

When a Trustee knows in advance of an absence from a meeting or knows he or she must leave a meeting early, the Trustee should inform the President of the College or President of the Board of Trustees prior to the meeting.



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### **1.26 LEAVING A MEETING**

When a Trustee needs to leave a meeting, the Trustee should ask to be excused by the President of the Board of Trustees. If Board action is taken, the absence from the board room while the meeting is in session will be recorded in the minutes.

### **1.27 QUORUM**

As provided by law, a quorum for the transaction of business shall consist of a majority four (4) of the Trustees. A majority of the quorum shall prevail, except that (a) no contract shall be let, (b) no person be employed or dismissed, or (c) no bill be approved for payment, unless a majority of the whole Board of Trustees, four (4), shall vote therefore (Revised Statutes of Missouri).

In Section 610.015, RSMo., a vote may occur where there is less than a quorum present where quorum may be obtained by a Board of Trustee's participation via telephone, facsimile, Internet, or any other voice or electronic means. However, this may only occur where there is an emergency of the public body. Where such an emergency exists, the nature of the emergency justifying the departure from the normal requirements must be stated clearly in the minutes. Under emergency circumstances, the votes taken by physically absent members under the above conditions are regarded as if all members were physically present and in attendance of that meeting. However, proxy votes of absent members are not allowed under this circumstance.

### **1.28 CODE OF CONDUCT**

The Board of Trustees, as the sole statutory legislative governing body of the district, adopts a Code of Conduct to promote a healthy working relationship among its members and with its President. The Code of Conduct is based upon mutual trust and support.

Each member of the Board of Trustees of Mineral Area College will

1. Hold the educational welfare of the students attending Mineral Area College as the primary concern;
2. Attend all scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
3. Conduct all College business in open public meetings unless, in the judgment of the Board and only for those purposes permitted by law, it is more appropriate to hold a closed meeting;

## **ARTICLE I - THE BOARD OF TRUSTEES**

### **CODE OF CONDUCT – CONTINUED**

4. Hold confidential all discussions occurring in Executive Sessions of the Board;
5. Through legislation of policies and appointment of administrative personnel, uphold, implement and enforce all laws, rules, regulations, court orders, and standards pertaining to Mineral Area College and bring needed change only through legal and ethical procedures;
6. Establish and support programs which ensure equality of opportunity for all students regardless of race, creed, sex, religion, age, disability, or national origin;
7. Recognize and actively communicate that authority rests only with the whole Board assembled in a legally-constituted meeting and make no personal promises nor take any private action inconsistent with this section;
8. Acknowledge that the Board represents the entire community and maintain his/her independent judgment accordingly, refusing to surrender that independent judgment to individuals, special interests, or partisan political groups and refusing to surrender that independent judgment in any other way;
9. Help the community understand the importance of proper support for Mineral Area College, whether it be in providing adequate funding, optimum facilities, staffing, and resources or better educational programs for the students;
10. Join with the other members of the Board, staff, community, and students in becoming fully informed about the nature, value, and direction of contemporary education in our society.
11. Promote and maintain good relations with fellow Board members by
  - a. Recognizing that the promise in advance of a meeting how he or she will vote on an agenda item is to preclude the opportunity to evaluate other facts and points of view which may be presented at the legally constituted session of the Board;
  - b. Respecting the opinions of the others and abiding by the principle of majority rule;

## **ARTICLE I - THE BOARD OF TRUSTEES**

### **CODE OF CONDUCT – CONTINUED**

- c. Exhibiting professional conduct in or out of meetings about other members of the Board and recognizing that each member is entitled to a courteous consideration of his/her opinion;
  - d. Insisting that committees be appointed to serve only in an investigatory and advisory capacity.
- 12. Promote a healthy working relationship with the President of the College and the staff by
  - a. Appointing the best qualified professional leader available when a President is to be appointed and appointing the best trained professional and support staff available upon recommendation of the appropriate administrative officer;
  - b. Supporting College personnel in the appropriate performance of their duties and ensuring that they have the requisite responsibility and necessary authority to perform effectively;
  - c. Expecting the President of the College to keep the Board well informed through both oral and written reports;
  - d. Expecting the President of the College to present recommendations for Board action with complete information and in a timely manner that would allow members an adequate period of study and deliberation;
  - e. Recognizing the importance of full and open discussions on all facets of any recommendation presented by the President of the College before Board action is taken;
  - f. Referring complaints to the President of the College or advising that complaints be presented in writing to the Board as a whole through the President of the College;
  - g. Presenting any concerns about professionalism of employees to the President of the College;
  - h. Recognizing that most contacts with the media are best handled by the President of the College or Board President as the Chief Executive Officer and Chairperson of the Board respectively, and

## **ARTICLE I - THE BOARD OF TRUSTEES**

### **CODE OF CONDUCT - CONTINUED**

recognizing that such contacts should be generally referred to them.

13. Communicating the Board's interest in and respect for the accomplishment of educational goals by students by striving to attend student recognition ceremonies, such as commencements.

### **1.29 ROLE AND RELATIONSHIP BETWEEN THE BOARD OF TRUSTEES AND THE CHIEF EXECUTIVE OFFICER**

The policy of the Board of Trustees is to recognize and maintain the distinction between those activities which are appropriate to the Board as the sole statutory legislative governing body of the district and those administrative functions and duties which are to be performed by the chief executive officer and the officer's staff.

In that regard, the Board views the legislative authority that is vested within itself as a body of the whole rather than as individuals acting unilaterally.

Based upon the premise of mutual respect and trust, the Board encourages a shared governance relationship that is characterized by open, honest, two-way flow of continuous communications based upon accurate, reliable information resulting from thorough study and analysis. In that regard, the Board looks toward the chief executive officer to provide recommendations, suggestions, and options relating to both short- and long-term goals and objectives of the district. In addition, the Board looks toward the chief executive officer to provide recommendations in a routine and timely manner that would allow the Board an adequate period of deliberation which would ultimately result in the adoption of policies that would enhance the well being of the overall district.

The Board recognizes that if the chief executive officer is to be strong and responsible for the prudent management of the district and its resources, likewise, the Board must also be strong, fully informed, and cognizant of its role. In that regard, the Board recognizes its responsibility to be fully supportive of the chief executive officer by granting full authority to carry out and implement the administration of the district in accordance with those policies adopted by the Board.

The Board will maintain an understanding and respect for the delineation of policy versus administration and will maintain a self discipline that will avoid direct interference into the administrative functions of the district. The Board will

## **ARTICLE I - THE BOARD OF TRUSTEES**

### **ROLE AND RELATIONSHIP BETWEEN THE BOARD OF TRUSTEES AND THE CHIEF EXECUTIVE OFFICER – CONTINUED**

encourage and be supportive of an atmosphere that will allow the chief executive officer the flexibility and creativity to exercise administrative style to carry out the administrative functions of the district effectively.

### **OFFICERS OF THE BOARD OF TRUSTEES – DUTIES AND RESPONSIBILITIES**

#### **1.30 PRESIDENT**

The President shall

1. Preside at meetings of the Board of Trustees;
2. Appoint persons to the standing or other committees of the Board of Trustees;
3. Sign documents, contracts, and other instruments where the signature of the President of the Board is required or appropriate;
4. Order approval of the minutes of the Board of Trustees meetings where there are no corrections or additions;
5. Call special meetings as required;
6. Perform such other duties as are usually associated with the position of presiding officer.

#### **1.31 VICE PRESIDENT**

The Vice President shall

1. Preside at meetings of the Board of Trustees in the absence of the Board President and, in the event of a vacancy, will succeed to the position of President for the unexpired portion of the term of that office;
2. Sign contracts and other legal documents in extended absence of President;
3. Act as parliamentarian of the Board of Trustees;

## **ARTICLE I - THE BOARD OF TRUSTEES**

### **OFFICERS OF THE BOARD OF TRUSTEES – DUTIES AND RESPONSIBILITIES - CONTINUED**

4. Perform such other duties as are usually associated with the position of Vice- President.

#### **1.32 SECRETARY**

The Secretary shall

1. Be the official custodian of the proceedings and records of the Board of Trustees;
2. Sign documents, contracts, and other instruments where the signature of the Secretary is required or appropriate;
3. Perform such other duties as are usually associated with the position of Secretary.

#### **1.33 TREASURER**

The Treasurer shall

1. Be bonded according to law and shall be fully responsible to avoid any lapse in the bond. The bond will be paid from the funds of the district;
2. Be the sole signer of checks against the district treasury (or the Treasurer Pro Tem), as stated in 1.27, QUORUM;
3. Perform such other duties as are usually associated with the office of Treasurer.

#### **1.34 RECORDING SECRETARY**

The duly appointed Recording Secretary shall attend meetings of the Trustees and prepare a transcript of official actions. The transcript of minutes shall be mailed to each of the Trustees with the agenda of the next regular meeting.

#### **1.35 TREASURER PRO TEM**

The Treasurer Pro Tem shall be bonded according to law.

## **ARTICLE I - THE BOARD OF TRUSTEES**

### **1.36 EMPLOYMENT OF OTHERS AS NEEDED**

The Board of Trustees may employ an attorney, an auditor, or such other persons as needed to carry out the duties of the Board.

## **CONDUCT OF MEETINGS**

### **1.40 RULES OF ORDER**

#### Order of Business

- A. The President of the Board of Trustees, upon taking the chair, shall call the members to order on the appearance of a quorum. The order of business, unless modified by the Board, shall be as follows:

1. Call to Order
2. Work Session
3. Executive Session
4. Public Comment
5. Consent Agenda
6. President's Report
7. Old Business
8. New Business
9. Executive Session (if necessary)
10. Adjournment

- B. The Consent Agenda may consist of the following motions:

1. Approval of Minutes
2. Approval of Bills
3. Investment of Funds
4. Next meeting date

Administration may be called to explain any items in the Consent Agenda before a formal vote is taken.

- C. In all matters not covered by the rules of the Board, parliamentary procedures shall be governed by the manual known as Robert's Rules of Order, Newly Revised.

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### **1.41 BOARD AGENDA**

1. The agenda for all regular and special Board meetings will be prepared by the President of the College. The agenda should be prepared one week prior to the meeting date and mailed to the Board members. Any Board member requesting additions or deletions to this agenda should contact the President of the College immediately.
2. An individual Board member may present agenda items to the President of the College prior to the preparation of the agenda for the next meeting.
3. Any items may be considered and placed on the agenda any time if waiver of notice is granted by a majority of the Board.

### **1.42 POWERS AND DUTIES**

The chief responsibility of the Board of Trustees is to enact the policies under which the College shall operate. The powers of the Board are of a policymaking nature rather than administrative. The Board of Trustees must perform those functions required of it by law, and it may perform other functions it deems advisable or necessary, unless prohibited by law.

### **1.43 LEGALLY REQUIRED FUNCTIONS**

The Board of Trustees must

1. Conduct necessary elections;
2. Organize the Board of Trustees and elect officers;
3. Determine fees and tuition;
4. Approve budgets;
5. Approve curricula;
6. Appoint employees and designate their compensation;
7. Determine a tax rate;
8. Require audits;
9. Approve and pay bills;
10. Approve the calendar;
11. Enact policies.



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### **1.44 PERMISSIVE FUNCTIONS**

The Board of Trustees may

1. Acquire land and property;
2. Establish scholarships and loans;
3. Determine the types of internal controls to be used;
4. Require reports of type deemed desirable and designate time and frequency of such reports;
5. Approve contracts for goods, services, and property that are deemed necessary and desirable, if such approval is consistent with the proper role of the Board of Trustees;
6. Establish such policies and assume such functions as deemed necessary and desirable;
7. Establish such committees, both temporary and standing, as are deemed necessary and desirable;
8. Perform an annual self-evaluation.

Each Trustee, including the President, may vote on any matter presented in a meeting which the Trustee attends unless the vote would constitute a conflict of interest.

### **1.45 PROHIBITED FUNCTIONS**

1. The Board of Trustees' powers of authority reside when it meets in a properly called meeting in which there is a quorum. Individually, Trustees have no authority except of an advisory nature.
2. No Trustee has the authority to cast a proxy vote.

### **1.46 EXPENSES**

Board members shall be reimbursed for actual and necessary expenses incurred in the performance of their duties. Expense accounts will be paid at regular meetings of the Board of Trustees. Request for reimbursements should be submitted to the business office at least one week prior to such regular meetings.

### **1.47 NO COMPENSATION OR REMUNERATION**

No member of the Board shall directly or indirectly receive any compensation or remuneration nor derive any profit or gain by reason of services to the district except as provided by law.

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### **1.48 NEPOTISM**

The Board of Trustees will adhere to the laws of the State of Missouri pertaining to nepotism.

### **1.49 OFFICIAL MINUTES**

The Secretary to the President of the College will keep the official minute book of all Board meetings.

### **1.50 BOARD COMMITTEES**

The President of the Board of Trustees will appoint all Board committees and outline specific responsibilities of each committee.

Lay committees will be appointed on a temporary basis to accomplish certain goals and will be terminated at the conclusion of their duties.

### **1.51 CONFLICTS OF INTEREST AND SUBSTANTIAL INTEREST DISCLOSURE POLICY**

It is the policy of the Mineral Area College Board of Trustees to establish a procedure to disclose potential conflict of interest and substantial interest for College Trustees and certain employees.

Section 1. Declaration of Policy. The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure of College Trustees and certain employees of private financial or other interests in matters affecting Mineral Area College.

#### Section 2. Conflicts of Interest

- A. All Trustees and certain employees of Mineral Area College must comply with section 105.452 and 105.454 RSMo on conflicts of interest as well as any other state law governing official conduct.
- B. Any member of the Board of Trustees of Mineral Area College who has a “substantial personal or private interest” in any measure, bill, or order of policy proposed or pending before the Board must disclose that interest to

## **ARTICLE I - THE BOARD OF TRUSTEES**

### **CONFLICTS OF INTEREST AND SUBSTANTIAL INTEREST DISCLOSURE POLICY – CONTINUED**

the Secretary of the Board and such disclosure shall be recorded in the Board minutes. Substantial personal or private interest is defined as ownership by the Trustee, spouse, or dependent children, whether singularly or collectively, directly or indirectly, of (1) 10% or more of any business entity or (2) of any interest having a value of \$10,000 or more or (3) the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more per year from any individual, partnership, organization or association within any calendar year.

Section 3. Disclosure Reports. Each Trustee, the chief executive officer, and the chief purchasing officer shall disclose the following information by May 1 if any such transactions occurred during the previous calendar year:

- A. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred (500) dollars, if any, that such person had with Mineral Area College, other than compensation received as an employee or payment of any tax, fee, or penalty due to the College, and other than transfers for no consideration to the College.
- B. The date and the identities of the parties to each transaction known to the Trustee, chief executive officer, or chief purchasing officer with a total value in excess of five hundred (500) dollars, if any, that any business entity in which such Trustee, chief executive officer, or chief purchasing officer had a substantial interest with the College, other than payment of any tax, fee, or penalty due to the College or transactions involving payment for providing utility service to the College, and other than transfers for no consideration to the College.
- C. The chief executive officer and the chief purchasing officer also shall disclose by May 1 for the previous calendar year the following information:
  - 1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;
  - 2. The name and address of each sole proprietorship that he owned; the name, address, and the general nature of the business conducted of

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### **CONFLICTS OF INTEREST AND SUBSTANTIAL INTEREST DISCLOSURE POLICY - CONTINUED**

each general partnership and joint venture in which he/she was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address, and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units, or other equity interest;

3. The name and address for each corporation for which the chief executive officer or chief purchasing officer served in the capacity of a director, officer, or receiver.

#### Section 4. Filing of reports.

The financial interest statements shall be filed at the following times, but no Trustee, chief executive officer, or chief purchasing officer is required to file more than one financial interest statement in any calendar year:

- A. Every Trustee, chief executive officer, or chief purchasing officer required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year immediately preceding December 31, provided that any Trustee, chief executive officer, or chief purchasing officer may supplement their financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement;
- B. Each person appointed to an office provided for in Section 3 shall file the statement within thirty days of such appointment or employment;

Financial disclosure reports giving the financial information required in Section 3 shall be filed with the College Executive secretary and Secretary of State prior to January 1, 1993. After January 1, 1993, reports shall be filed with the Recording Secretary for the Board of Trustees and the Missouri Ethics Commission. The reports shall be

## **ARTICLE I - THE BOARD OF TRUSTEES**

### **CONFLICTS OF INTEREST AND SUBSTANTIAL INTEREST DISCLOSURE POLICY - CONTINUED**

available for public inspection and copying during normal business hours.

Section 5. Filing of Policy. A certified copy of this policy, adopted on August 15, 1991, shall be sent within ten days of its adoption to the Secretary of State's office.

Section 6. Effective Date. This policy shall be in full force and effect from and after August 15, 1991, and shall remain in effect until amended or repealed by the Mineral Area College Board of Trustees.

#### **1.52 NAMING RIGHTS FOR BUILDINGS, STREETS, AND FACILITIES**

The Board of Trustees retains the exclusive right to approve named endowments and to name the facilities and property of Mineral Area College, including but not limited to College buildings, partitions of buildings, streets and athletic facilities.

Facilities and property may be named for

1. An individual or individuals deserving special recognition for significant and/or substantial financial contribution toward the construction or renovation of a facility;
2. A former faculty member or administrator who has provided outstanding service to the College and/or has made important contributions to his/her discipline or area. Only exceptional circumstances would allow the naming of a facility for a current employee;
3. An alumnus or former student who has provided outstanding service to the College and/or has made important contributions in his/her field of endeavor;
4. A former member of the Board of Trustees who has provided outstanding and distinguished service to the College. Only exceptional circumstances would allow the naming of a facility for a current Trustee;
5. A business, corporate, or foundation entity deserving special recognition for a significant and substantial financial contribution toward the construction or renovation of a facility which otherwise might not be available without that financial contribution.

## **ARTICLE I - THE BOARD OF TRUSTEES**

### **NAMING RIGHTS FOR BUILDINGS, STREETS, AND FACILITIES – CONTINUED**

Consideration may be given to naming a facility for an individual or individuals whose service has been related to the use and purpose of the facility.

When facilities and property have been named, the College will continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such that it must be demolished, substantially renovated or rebuilt, the College may retain the use of the name, name another comparable facility or property, or discontinue the use of the name.

In all cases, there should be an appropriate and demonstrable relationship between the facility or property and the person or entity for whom it is named.

Proposals for naming will be referred to a “Naming Committee” for review. The committee shall consist of one faculty representative, one staff representative, one student, one member of the President’s Council, one MAC Foundation member, and one Board of Trustees member. The “Naming Committee” will be chaired by the President of the College. The purpose of the committee is to research the proposal, evaluate the proposal, and make a recommendation to the Board of Trustees.

#### **1.53 MEMORIALS AND PHYSICAL MARKERS ON CAMPUS**

Requests for physical markers or memorials on campus property are to be submitted in writing to the Board of Trustees for their consideration on a case-by-case basis.

The Mineral Area College Board of Trustees shall approve the color, design, and size of any physical marker that provides information about a donor or any type of memorial to be placed on College property.

*Article 1 approved by Board 10-10-13*

*Revised 12-15-16 with addition of 1.53*

*Article 1 amended – added section 1.14 – approved by Board 03-05-20*

*Article 1 amended sections 1.00, 1.02, 1.40*

*Article 1 amended sections 1.00, 1.02, and 1.40 – approved by Board 03-09-23*