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**When information is requested by Board members, the following policy shall be observed**

- **No restraints are placed upon District employees in providing routine public information to Board members.**
- **Public information that exists in the form requested will be provided as soon as possible.**
- **Individual Board members shall not instruct staff to conduct investigations, prepare reports, or undertake extensive analysis of information. However, such requests shall be directed by the majority vote of the Board through the Chancellor.**
- **All Board member requests received will be referred to the Chancellor who will determine the appropriate disposition and may include, where indicated, the anticipated cost of completing the request, as well as an expected completion date.**

**A Board member shall not approach a District employee on personal or sensitive matters with the request that such matters be held in confidence.**

**Data or reports prepared by individual Board members for distribution to the Board shall be the sole responsibility of the author and shall place no obligation on the part of the Chancellor or the Board to take action. Such materials should normally be distributed under "New Business - Trustees" on the regular Board meeting agenda.**

**Generally, individual Board members**

**members shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract**

- **A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District**
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- Violations of the Board's ~~Code of Ethics~~ (Policy 2715) will be 1