It shall be the duty of every district officer to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of the office. In keeping with the district's goals to develop quality educational programs consistent with its philosophy and objectives that lead to gainful employment of students, each member of the District Board:

1. Shall perform all mandatory, nondiscretionary, and ministerial duties of his or her office within the time and in the manner required by law;

2. Shall devote full attention to the duties of the office, uphold the law and conduct district business with fairness, integrity, professionalism, and with full regard to the public trust of the office;

3. Shall never act in excess of lawful authority or commit an act forbidden by law within his or her official capacity;

4. Shall not, by act of commission or omission, in the capacity as an officer of this district, exercise a discretionary power in a manner inconsistent with the duties of a member of this district board or the rights of others or with the intent to obtain dishonest advantage for himself or herself or for another;

5. Shall not, in the capacity as an officer of this district board, make an entry in an account or record book or return, certificate, report, or statement that in a material respect is intentionally falsified;

6. Shall not under color of this office as a member of this district board intentionally solicit or accept for the performance of any service or duty anything of value including but not limited to any gift, loan, favor, or service given for the purpose of influencing him or her in the discharge of official duties;

7. Shall not surrender his or her responsibilities under law to any other person, group, or organization;
8. Shall not use district property, facilities, or resources for private or personal gain for self, family, or others. MATC Board members who have communication equipment (i.e., computers, facsimile machines, etc.) loaned to them by the district may use these items for limited personal or private use so long as that use does not interfere with the proper discharge of their duties and responsibilities. Any additional costs that are incurred as a result of their personal or private use will be reimbursed to the district. Board members will ensure that they do not use software not appropriately licensed for their laptop computers, nor will they rely upon MATC staff for support of personally licensed software. Questions in this regard can be forwarded to the Office of the General Counsel;

9. Shall not use confidential information for personal gain or benefit or for the benefit of family or others;

10. Shall in keeping with the legislative and judicial nature of the functions of a board member, delegate executive responsibilities to the president and/or designee;

11. Shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education including the regulations of the Wisconsin Technical College System Board;

12. Shall observe pertinent policies of this district board;

13. Shall act in what is, in the district board member's opinion, conceived to be the best interest of the citizens of the entire district. Similarly, no member shall grant any special consideration, treatment, or advantage to any other citizen beyond that which is available to every other citizen;

14. Shall observe the Wisconsin Open Meetings law and not knowingly participate in closed meetings except as permitted by the Open Meetings law;

15. Shall remove oneself from consideration or voting on any matter before the district board which does or could result in personal financial gain for oneself or family except as allowed in § 946.13 of Wisconsin Statutes or as otherwise permitted by law. Each member shall make a concerted effort to be aware of the details and scope of matters pending or brought before the district board so as to abstain from voting where a conflict or an unresolved potential conflict of interest may exist, and shall state publicly that the vote to abstain is because of a possible conflict of interest;
16. Shall not participate either directly or indirectly in purchases for personal use for less than full value by utilizing discounts allowed to the district;

Nothing in this policy shall deny a member of this board the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes, or any other bona fide regulations of this state;

This policy will be reviewed by the Office of the General Counsel for currency on an annual basis. Any changes will be discussed with the District Board.