

**B-050**  
**BOARD MEMBER ETHICS**

Board members will strive to improve Mohave, and to that end will:

- Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that decisions should be made only after discussion at publicly held Board meetings;
- Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special-interest groups;
- Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board, staff, and all elements of the community;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the organization to the Executive Director;
- Communicate to other Board members and the Executive Director expressions of public reaction to Board policies and Mohave programs;
- Be informed about current issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national associations;
- Support the employment of persons best qualified to serve as staff members, and insist on a regular and impartial evaluation of all personnel;
- Avoid being placed in a position of conflict of interest, and refrain from using their Board position for personal or partisan gain;
- Notify the Executive Director if Board member's agency becomes a lead agency for an entity whose primary business is cooperative purchasing;
- Take no private action that will compromise the Board or Mohave, and respect the confidentiality of information that is received as a Board member; and
- Remember always that a Board member's first and greatest concern must be the welfare of Mohave and its members.

*Adopted 12/18/04*

*Revised 9/28/17*

*Revised 9/28/23*

*Revised 9/11/25*

**D-060**  
**PURCHASING ETHICS POLICY**

No member of the Board of Trustees, employee of Mohave, or relative thereof, shall solicit, accept, receive, or agree to accept, either directly or indirectly, from any person, firm, or corporation to whom any purchase order or contract may possibly be awarded, a personal gift or benefit, or any promise, obligation, or contract for future personal gift or benefit.

No employee may purchase goods or services for personal use in the name of Mohave.

No employee may sell goods or services for private gain to other employees on Mohave premises or via Mohave computer networks.

No employee may use their position with Mohave to solicit, directly or indirectly, the purchase of supplies, services or equipment at special discounts for private use from any Mohave vendor.

No employee having a significant procurement role may solicit, have employment discussions or accept any position, regardless of who would receive such an opportunity, with a person or firm receiving a contract, a purchase order or lobbying or potentially responding to a solicitation.

No employee, who was previously employed by or contracted by a person or firm responding to a solicitation, shall participate in issuing a solicitation, recommending an award, renewal, or non-renewal, or otherwise influencing any procurement decision regarding their former employer for a period of one year following the person's previous employment. An exception to this provision is someone who is leased back as an employee through a third-party employment agency.

Violations against the Ethics Policy are subject to disciplinary action up to and including termination of employment.

**For the purpose of this section:**

**Definitions**

Gift or benefit: A payment, distribution, expenditure, advance, deposit or donation of monies, any intangible personal property or any kind of tangible personal or real property. Gift or benefit does NOT include either food or beverage, expenses or sponsorships relating to a special event or function to which a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative are invited.

Relative: Spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.

Significant Procurement Role: Means any role that includes any of the following duties:

- Participating in the development of a procurement.
- Participating in the development of an evaluation tool.
- Approving a procurement or an evaluation tool.
- Soliciting quotes greater than \$10,000 for the provision of materials, services or construction.
- Serving as a technical advisor or an evaluator who evaluates a procurement.

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**PURCHASING ETHICS POLICY (cont'd)**

- Recommending or selecting a vendor that will provide materials, services or construction to Mohave.
- Serving as a decision maker or designee on a protest or an appeal by a party regarding a Mohave procurement selection or decision.

**References**

A.R.S. § 15-213  
A.R.S. § 38-502  
A.R.S. § 38-504  
A.R.S. § 41-2503

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