

# Policy 2.08 - Bylaws

## Quorum

Three members of the Board shall constitute a quorum for the transaction of all business. At all regular or special meetings, the members present shall wait a reasonable time and, if there is not a sufficient number present to provide a quorum, the meeting shall be postponed.

## Officers

Officers of the Board shall consist of a Chair and a Vice Chair who shall be elected from the members. The term of office for each officer shall be one year or until a successor is elected and qualified. Officers shall be nominated as the last item of Board business at the February meeting. Their election shall occur as the last item of Board business at the March meeting. The newly elected officers shall assume their respective chairs at the end of the March meeting. No Chair may serve for two successive full terms. A majority of the Board shall be necessary for election. A vacancy occurring in either office may be filled at any regular meeting of the board.

The Chair shall preside at all meetings and shall exercise such other powers as properly pertain to this office and may be delegated to him/her by the Board. In the absence of the Chair, the Vice Chair shall preside.

It shall be the duty of the President to act as Secretary at all regular and special meetings of the Board, to keep an accurate journal of the proceedings, and to take charge of its books and documents. The President shall carry out the duties, responsibilities, and functions directed by the Board of Trustees concerning the operation of the College and shall appoint a Secretary *pro tem* to record the minutes of the meeting.

## Committees

The Chair may, with the approval of the Board, appoint such committees from time to time as may be required. These committees shall cease to exist upon the acceptance of their reports or upon their formal discharge.

## Parliamentary Procedure

Except as otherwise specified here, the proceedings of the Board shall be governed by the rules prescribed in *Robert's Rules of Order Newly Revised*. A majority of the entire Board is required for all actions taken and for all motions passed.

## Amendments of Bylaws

The bylaws may be amended at any meeting of the Board of Trustees by an affirmative vote of three Board members, provided written notice of the proposed amendment was given at the previous meeting and each Board member has been given notice of the

proposed change. Amendments of the bylaws shall take effect upon the date of their adoption.

The bylaws may be amended or suspended at any Board meeting, without previous notice, by an affirmative vote of four of the Board members.

## **Historic Information**

- Reviewed: October 18, 2023
- Reviewed: 2005-2009
- Revised: August 25, 2004
- Reviewed: December 18, 2002
- Adopted: July 1, 1975