

Bylaws

North Carolina Board of Postsecondary Education Credentials

I. Purpose of Board; Bylaws

- a. *Purpose of Board of Postsecondary Education Credentials (hereinafter "the Board")*. Pursuant to N.C. Gen. Stat. § 115D-100(c), "the purpose of the Board is to review and make recommendations for the development of a statewide system of postsecondary education that links industry, corporations, and businesses in this State with educators, government, and community organizations to identify workforce skills and training needs and to ensure that appropriate courses of study and vocational training are available to North Carolinians, including those preparing to pursue postsecondary education, entering the workforce, or seeking to update skills and training for purposes of retaining employment and advancing in the workforce. In addition, the Board shall identify alternative ways in which people gain valuable workforce skills and experience, such as on-the-job training, that are not represented by four-year or two-year degrees and the types of credentials used to signify competence of a certain level upon successful completion of the alternative training experience. The Board shall review and make recommendations on those criteria to be used to determine the value of a nondegree credential, the competencies that it represents, and how it should be compared and valued with regard to other types of postsecondary credentials.
- b. *Purpose of Bylaws*. The Board adopts these bylaws to assist in managing the work of the Board to accomplish its statutory purposes.

II. Powers, Authority, Duties, and Responsibilities of the Board

- a. *Powers and Authority; Duties*. The Board has the powers and the authority granted to it by the General Assembly, and the duties assigned to it pursuant to N.C. Gen. Stat. § 115D-100.

III. Membership of the Board

- a. *Statutory Membership*. There are ten members of the Board as listed in N.C. Gen. Stat. § 115D-100(c).
- b. *Chair*. Pursuant to N.C. Gen. Stat. § 115D-100(e) the Lieutenant Governor shall serve as Chair of the Board.
- c. *Assignment of the Chair's Duties*. In the event the Chair is absent or otherwise unable to fulfill the Chair's duties, the Chair shall assign the duties of the Chair to another member of the Board under such limitations as to time and duties as the Chair, in his discretion, deems appropriate.

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- d. *Advisory Members.* The Chair may select advisory, non-voting members to serve in an advisory role to the Board and to the Board's committees.

IV. Committees

- a. *Creation of Committees; Membership of Committees.* The chair shall have the authority to create and terminate committees, appoint members to such committees, name chairs of such committees, and assign tasks to such committees to further the purposes of the Board.
- b. *Advisory Members.* Committees may be appointed advisory, non-voting members by the Chair. Additionally, committees may also select advisory, non-voting members to assist the committee in its tasks.
- c. *Meetings of Committees.* Committees shall meet regularly to accomplish their tasks. The chair of each committee shall ensure that proper notice of all meeting dates, times, and places is given pursuant to North Carolina's Open Meetings Law.

V. Meetings

- a. *Open Meetings.* The meetings of the Board and its committees will be open to the public unless the Board or its committees enter into a closed session as allowed by law.
- b. *Quorum.* A majority of the voting members of the Board constitutes the quorum required to do business. A majority of the voting members of a committee constitutes the quorum required to do business.
- c. *Time, Date, and Place of Meetings.* The times, dates, and places of the regular meetings of the Board shall be as established by the Chair, and forwarded to the Secretary of State pursuant to North Carolina's Open Meetings Law. In the event it is necessary to call a special or emergency meeting of the Board, the Chair shall notify all members and the public, if required, within the times required by law.
- d. *Agenda.* The agenda for each meeting shall be set by the Chair and distributed to the membership of the Board prior to each meeting. A member desiring to have an item considered for placement on the agenda may do so by informing the Chair no later than two weeks prior to the scheduled meeting date.

VI. Records

- a. *Public Records.* Records, as defined by North Carolina's public records law, relating to official business and the carrying on of the official business of the Board and its committees are public record unless excepted by statute or other law. Meeting summaries and meeting minutes of the Board and its committees shall be made under the direction of the chair, and should be supplemented by electronic recordings when possible. Meeting summaries, minutes, and other records of the Board and any of its committees shall be maintained under by the Community Colleges System Office. This documentation

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shall be maintained according to the retention schedule approved by the Division of Archives and History.

VII. Parliamentary Procedure; Actions Not Governed by Bylaws or Statute

- a. *Roberts Rules of Order.* The rules contained in Roberts Rules of Order shall govern the Board and committees in all meetings, where applicable and not inconsistent with these procedures and any special rules of order the Board may adopt, or with any statutes applicable to the Board.
- b. *Voting by Chairs.* The Chair of the Board may vote on all matters coming before the Board. The chairs of the respective committees may vote on all matters before the committee.
- c. *Tie Votes.* In the case of a tie vote, the motion fails.
- d. *Actions Not Governed by Bylaws or Statute.* In the event an action or issue is not governed by these bylaws, by statute, or by Roberts Rules of Order, the Board or committee may set a procedure by a majority vote.

VIII. Amendment of Bylaws; Effective Date; Suspension of Rules

- a. *Amendment of Bylaws.* These bylaws may be amended by a majority vote of the Board then present at any regular or special meeting of the Board. However, any such change to the Bylaws shall not go into effect until the next scheduled meeting of the Board.
- b. *Suspension of Rules.* Any provision of these rules (except those governed by statutory provisions) may be suspended at any regular meeting of the Board, for that meeting, by a vote of two-thirds of the membership of the Board then present.
- c. *Effective Date.* These bylaws are effective when adopted by a majority vote of the Board.