

**STATE BOARD OF COMMUNITY COLLEGES**

**Bylaws of the State Board of Community Colleges**



**North Carolina**  
**State Board of Community Colleges**  
Ms. Hilda Pinnix-Ragland, Chair

# **Bylaws of the State Board of Community Colleges**

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Secretary to the Board

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Executive Director of the State Board

**Adopted**  
January 1, 1981

**Most Recently Amended**  
May 17, 2013

## **BYLAWS**

### **Article I. Bylaws Governing the State Board of Community Colleges.**

The following bylaws shall govern and control all actions and procedures of the State Board of Community Colleges, hereinafter, referred to as the "State Board." The State Board shall conduct its business in a committee of the whole or under such other forms as it by majority vote may elect.

### **Article II. Officers.**

At the first meeting after July 1, 1981, and every two years thereafter, the State Board shall elect from its membership for no more than two consecutive terms of two years or until their respective successors have been appointed and qualified, a Chair, a Vice Chair, and such other officers as it may deem necessary (G.S. 115D-2.1).

The Chair of the State Board shall appoint a nominating committee of no less than three and no more than five qualified members of the State Board at a meeting prior to the July meeting at which officers are to be elected. The nominating committee shall present the name of at least one individual for each office. Each nominee must submit to the nominating committee a letter accepting the nomination and indicating a commitment of the time necessary to perform the duties of that office. Nominations will be accepted from the floor, but each such nominee must indicate a commitment of time to serve in that office.

In the event a vacancy occurs prior to the end of a term, the State Board shall elect one of its qualified members to fill the office for the unexpired portion of the term. The President of the N. C. System of Community Colleges shall be Secretary of the State Board.

The President of the N. C. System of Community Colleges may appoint an Assistant Secretary of the State Board, who shall be a member of the staff of the Community College System Office. Copies of all minutes, papers, and documents of the State Board may be certified by the Assistant Secretary with the same force and effect as though such certification were made by the Secretary of the State Board.

### **Article III. Regular Meetings.**

Regular meetings of the State Board shall be held at least ten times a year on dates to be determined by the State Board. Each regular meeting shall be held at a time and place designated by the Chair. Notice concerning the time and place shall be given to each member of the State Board by the Secretary at least seven days in advance of the meeting date. Either by action of the State Board or upon fifteen days' written notice by the Chair, the date specified herein for a regular meeting may be changed to another date within the designated month. Any matter of

business relating to the community college system may be considered at any regular meeting of the State Board. In addition to face-to face meetings, subject to the Chair's discretion, State Board regular meetings may be held via telephone, videoconferencing, or any other electronic means.

#### **Article IV. Special Meetings.**

Special meetings of the State Board may be called by the Chair at the Chair's discretion and shall be called by the Secretary upon the written request of no fewer than a majority of the qualified members of the State Board. A special meeting called by the Secretary shall be held within twenty days of receipt by the Secretary of an individual written request from a majority of the qualified members for such special meeting. A notice specifying the time and place of a special meeting of the State Board shall be given by the Secretary to each member of the State Board at least five days in advance of the meeting date; but notice of three days may be given when, in the judgment of the Chair, an emergency exists. Any matter of business relating to the community college system may be considered at a special meeting.

#### **Article V. Agenda.**

The agenda for a regular or special meeting of the State Board shall be prepared by the Secretary with approval of the Chair. A copy of the agenda for each regular meeting of the State Board, including notice of all expiring terms on or vacancies in membership of the State Board and its committees, and insofar as is practicable, copies of all reports and other materials to be presented to the regular meeting as a part of the agenda, shall be sent by the Secretary to each member at least seven days in advance of the regular meeting. If practicable, a copy of the agenda for each special meeting of the State Board with reports and other materials to be presented, shall be sent to each member at least five days in advance of the special meeting. When matters are to be considered by a committee between the time the agenda is sent and the time of any regular or special meeting of the State Board, and these matters are expected to be presented to the State Board for action at the meeting, all members of the State Board shall be sent such materials as a committee may prescribe by standing rule or as the chair of a committee may designate, in order to inform the State Board, insofar as may be feasible, of the nature of the action that might be asked of it.

Any person requesting an item to be placed on the State Board agenda for any meeting shall submit a written request with all supporting documents to the Secretary. In consultation with the Board Chair, the Secretary shall make the determination about what items are placed on the State Board agenda. Unless the State Board votes to suspend its rules, any agenda item requiring State Board action coming before the State Board for the first time shall be placed on the agenda "For Future Action." Any item that has been on the State Board agenda "For Future Action" may be placed on the agenda "For Action" at any subsequent meeting. Certain agenda items such as contracts, grants, personnel issues, and certain curriculum applications may require

prompt State Board action. For any matter requiring the State Board's prompt consideration, the State Board may suspend its requirement to first consider an agenda item "For Future Action."

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent agenda items shall be those of a non-controversial or routine nature. Any member of the Board has the right to comment on any consent agenda item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item. The request to remove the item from the consent agenda shall be non-debatable and will be honored without discussion. Removal of an item from the consent agenda returns it to the appropriate committee's report for full Board discussion.

Any committee or member of the State Board may request consideration by the State Board of any items not on the agenda of a regular or special meeting. However, such an item shall not be so considered without the approval of two-thirds of the qualified members of the State Board present at such meeting.

#### **Article VI. Quorum - Attendance.**

A quorum for the conducting of business by the State Board shall consist of a majority of the qualified members of the State Board (G.S. 115D-2.1). Subject to the Chair's discretion and prior authorization or the Vice Chair's discretion and prior authorization in the Chair's absence, if a Board member cannot attend a board meeting in person for a justifiable reason, the Board member may attend via telephone, videoconferencing, or other electronic means.

The Secretary shall maintain an attendance record for State Board meetings on each member. A State Board meeting includes the meeting of the full board. Members are encouraged and expected to attend all State Board meetings, unless excused according to the State Board Bylaws.

##### **A. Consecutive absences**

The State Board may remove an appointed or elected member from the State Board who, without justifiable excuse, as determined by the Chair or Vice Chair in the Chair's absence, has not attended three consecutive scheduled meetings. Examples of justifiable excuses include military service; illness or injury of an immediate family member.

To be eligible to be considered for an excused absence, a member must inform the Secretary of the State Board of the reason for his or her absence prior to the day of the meeting if the absence is foreseeable. If the absence is not foreseeable, the member must inform the Secretary of the State Board of the reason as soon as reasonably possible after the meeting missed by the member. In either circumstance, the Secretary of the State Board will complete the

excused absence form and submit it to the Chair for approval prior to or at the next regularly scheduled meeting of the State Board.

If any Board member is absent from two consecutive scheduled meetings without justifiable excuse, the Chair or the Vice Chair in the Chair's absence, shall meet with the Board member at issue prior to the next scheduled meeting to notify the Board member of the potential for removal and to encourage attendance at scheduled meetings.

### **B. Non-consecutive absences**

If a member should miss four scheduled meetings during a fiscal year without justifiable excuse, the State Board may notify the respective appointing or electing authority so that an appropriate action can be taken. If any Board member is absent from three scheduled meetings during a fiscal year without justifiable excuse, the Chair or the Vice Chair in the Chair's absence, shall meet with the Board member at issue prior to the next scheduled meeting to notify the Board member of the potential for removal and to encourage attendance at scheduled meetings.

If the State Board should remove a member from office, the Chair shall notify the appropriate appointing or electing authority of the vacancy.

### **Article VII. Presiding Officer.**

The Chair shall preside at all regular and special meetings of the State Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Vice Chair, a presiding officer shall be elected by and from the qualified membership of the State Board.

### **Article VIII. Power to Vote.**

All qualified members of the State Board in attendance at a meeting, except the Student Government Association representative, may vote on all matters coming before the State Board for consideration, but no member may vote by proxy. No vote concerning any matter under consideration by the State Board, or by a committee of the State Board may be cast by postal mail. Only board members in attendance at a meeting via telephone, videoconferencing, or any other electronic means are permitted to vote using electronic means that are authorized by the Chair.[G.S. 115D-2.1(b)(5)]

### **Article IX. Rules of Order.**

Except as modified by specific rules and regulations enacted by the State Board, Robert's Rules of Order (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the State Board and its several committees.

**Article X. Reference to Committees.**

All matters presented to the State Board, except matters of routine business, which come within the sphere of interest or activity of any standing committee of the State Board, shall be submitted by the State Board to the appropriate standing committee for investigation and report. All matters, of other than routine business, which do not come within the sphere of interest or activity of any standing committee of the State Board may be submitted by the State Board to a special committee for investigation and report in advance of action thereon by the State Board. The Board may proceed to consider any matter without referring it to a standing or special committee, if by a two-thirds vote of the qualified members present, immediate consideration by the State Board is ordered. The reports and recommendations of standing and special committees shall be submitted to the State Board in writing consistent with the instructions of the State Board.

**Article XI. Minutes.**

The Secretary shall keep minutes of all meetings of the State Board, shall file, index, and preserve all minutes, papers and documents pertaining to the business and proceedings of the State Board; shall be custodian of the State Board of Community Colleges' Seal and of all records and instruments of the State Board and Community Colleges System Office.

The Secretary shall be responsible for transcribing the minutes of each meeting within a reasonable time and for sending a copy to each member.

**Article XII. Standing Committees: Membership and Jurisdiction.**

The standing committees of the State Board shall be: the Committee on Accountability and Audit, the Committee on Finance, the Committee on Personnel, the Committee on Policy, the Committee on Programs, and the Committee on Strategic Planning. The Chair of the State Board shall appoint the membership of each standing committee, designate the chair and vice-chair, prescribe the duties, and determine the size of each standing committee. The Chair of the State Board shall be a member of each standing committee. In addition, the Chair shall appoint a non-voting representative of the North Carolina Association of Community College Presidents and a non-voting representative of the North Carolina Association of Community College Trustees to each standing committee upon the recommendation of the presiding officer of each association. The membership of each standing committee may be rotated biennially at the discretion of the State Board Chair.

Each standing committee shall meet at either the call of the committee chair or the State Board Chair. The meetings shall be held at a time convenient to the membership.

**Article XIII. Establishment of Special Committees.**

Special committees may be established and their duties may be prescribed by the Chair of the State Board.

**Article XIV. Closed Sessions.**

All meetings of the State Board shall be open to the public unless, consistent with the requirements of State Law, a meeting is closed to the public by majority vote of a quorum of the qualified membership of the State Board.

**Article XV. Amendments and Suspensions of Bylaw Provisions.**

Any provision of these bylaws (except those required or governed by statutory provision) may be amended by a vote of two-thirds of the qualified membership of the State Board; provided, that no amendment may be adopted unless its substance first has been introduced at a preceding regular or special meeting of the State Board.

Any provision of these bylaws (except those required or governed by statutory provision) may be suspended at any regular or special meeting of the State Board for that meeting by affirmative vote of two-thirds of the qualified membership of the State Board.

*History Note:*

*Effective: 01/01/1981*

*Amended: 05/17/2013; 03/16/2007; 08/19/2005; 8/17/2001.*