



BOARD BY-LAWS

TYPE:	OPERATING PRINCIPLES
TITLE:	By-Laws, JCC Board of Trustees
ADOPTED:	July 13, 2001
LAST APPROVED:	July 13, 2009

The enclosed by-laws shall constitute the structure, operation, and responsibilities of trustees in conducting formal business matters at its monthly-he regular meetings.

1. Officers

- a. The organizational meeting for election of officers shall be held on the day and at the time prescribed by law.
- b. Officers shall be elected as prescribed by law. Each officer shall be elected by a majority of the members of the Board. The term of each officer shall be for a period of two years. Each officer shall perform the legal duties of the office and such other functions as are designated by the Board of Trustees.

2. Duties of Officers

- a. The Chairperson of the Board shall have the usual duties and authority consistent with education laws. He/she shall appoint all committees unless otherwise directed by the Board.
- b. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson. He/she shall perform other functions duties as designated by the Board.
- c. The Treasurer shall perform other such duties as designated by the Board. He/she shall furnish a liability bond in compliance with State law
- d. The Secretary shall sign all legal documents as authorized by the Board.

3. Duties of Board Liaisons

- e. The Assistant Treasurer shall receive, hold in custody, and expend all funds as directed by the Board and shall furnish a liability bond in compliance with State law.
- f. The Assistant Secretary shall keep record of all meetings, post all legal notices, and perform such other duties as designated by the Board.

4. Removal of Officers

Any officer of the Board may be removed for cause by resolution of a majority of the Board at a regular monthly meeting with the item appearing on the agenda for that meeting.

5. Meetings

a. Regular Meetings

Regular meetings of the Board of Trustees shall be held at Jackson Community College, 2111 Emmons Road, Jackson, Michigan, in the Board Room of Potter Center. Regular Board meetings may also be held in other venues within the College's service area of Jackson, Lenawee, and Hillsdale as long as such meeting locations are properly noticed in accord with the prescription of law. Meetings shall be held on the second Monday of each month, beginning at 6:30 pm, as approved in advance by a majority of the Board of Trustees. No further notice of such meetings shall be required to be given to the members of the Board.

b. Special Meetings

Special meetings of the Board of Trustees may be called by the Chairperson of the Board, or any member thereof, by serving the members a written notice of the time and place of such meetings.

Service of the notices shall be accomplished by:

- (1) Delivering the notices to the members personally at least twenty-four (24) hours before such meeting is to take place; or
- (2) Leaving same at the member's residence at least twenty-four (24) hours before such meeting is to take place; or
- (3) Depositing same in a government mail receptacle enclosed in a sealed envelope plainly addressed to such member at his/her last known residence address at least forty-eight (48) hours before such meeting is to take place.

Service, as above prescribed, may be made by a member of the Board, the Secretary of the Board, any employee of the Board, or other person as directed by the Board Chairman.

c. Place of Meetings

All meetings of the Board will be held within the College service area of Jackson, Lenawee, and Hillsdale counties.

d. Adjourned Meetings

Any legal meetings of the Board may be adjourned to a specific time and place. Only items on the agenda of the meeting adjourned may be acted upon at the adjourned meeting.

e. Time Limit

The time of regular meetings of the Board of Trustees shall be limited to approximately two hours. Items on the agenda requiring extended deliberation shall be taken up at adjourned or special meetings.

6. Committees of the Board

a. Standing

The Board of Trustees shall have a standing Audit Committee.

b. Special Committee

The Board of Trustees shall authorize such special committees as are deemed necessary. A special committee shall report recommendations to the Board for appropriate action. A special committee shall be dissolved when final action on its report is taken by the Board.

7. Minutes of Proceedings

a. Minutes of the proceedings of the Board of the previous meeting shall be prepared by the Assistant Secretary and mailed, or delivered, to the members at least forty-eight (48) hours before the time of the next regular meeting.

b. The minutes of the preceding meeting (s) shall be approved by the Board and signed by the Chairperson and the Secretary.

c. All motions shall be accurately and completely recorded. The names of those who make motions, and those who vote yeas and nays shall be recorded.

d. The official minutes shall be bound and kept in the President's Office of the College.

8. Records Available

All records of the Board of Trustees shall be available to citizens for inspection at the office of the President during regular office hours.

9. Quorum

A majority of the Board of Trustees constitutes a quorum, but no act is valid unless voted at a meeting of the Board by a majority vote of the members of the Board. Less than a quorum may adjourn to a future date.

10. Compensation and Expenses

No member of the Board of Trustees may receive any compensation for any services rendered to the District. Expenses of Board members will be reimbursed in accordance with College policy.

11. Transaction of Business

The Board of Trustees shall transact all business at a legal meeting of the Board. No member of the Board of Trustees shall have power to act in the name of the Board outside of the Board meetings except when authorized by the Board to do so.

12. Order of Business – the following is the prescribed outline of the meeting agenda for regularly scheduled Board meetings:

- 1.0 Call to Order
- 2.0 Roll Call
- 3.0 Communication
 - 3.1 Citizen Comments
 - 3.2 Employee Comments
 - 3.3 Board Comments
 - 3.4 Student/Student Government Comments
 - 3.5 Consideration of Minutes
 - 3.6 Marketing Report
- 4.0 Treasurer's Report
 - 4.1 College Financial Report
- 5.0 Action Items
- 6.0 Board Policy Review
- 7.0 Information Items
- 8.0 President's Report
- 9.0 Closed Session [if necessary]
- 10.0 Adjournment

13. Amendments

These By-laws may be amended at a meeting of the Board by a majority of the members of the Board.

14. Rules of Order

The latest edition of **ROBERT'S RULES OF ORDER - Procedure for Small Boards** shall govern the Board in its deliberations, except where it is inconsistent with these By-laws or any applicable law. All members of the Board may vote on matters to be decided by the Board unless excused by law.

15. Citizen Participation

The Board of Trustees shall solicit the advice and counsel of citizens in planning, direction-setting, evaluation of and operating the College. Meetings of the Board of Trustees shall be open to the public. All citizen communications to the Board of Trustees shall be addressed to the Board of Trustees. Citizens who wish to present any matter of concern to the College shall make a written request to the Assistant Secretary to the Board of Trustees on the Speaker Request Form prior to the meeting. This shall be considered under the communication section of the agenda. The Board may, in case of emergency, by majority vote, give visitors who have not presented a written request an opportunity to present matters of concern to the Board. The Chairperson shall allot a visitor, at the appropriate time, not more than five (5) minutes, unless the time is increased or decreased by a majority of the Board.

16. Conflict of Interest

All members of the Board shall disclose any direct or indirect interest they may have in any proposed contract with the district, or in any action, or situation in which they have a direct or indirect conflict of interest.

- a. In the event of any duality of interest, or possible conflict of interest on the part of any governing board member, that member shall abstain from voting.
- b. The foregoing requirement shall not be construed as preventing the governing Board Member from stating his/her position in the matter, nor from answering pertinent questions of any other Board Members since his/her knowledge may be of great assistance.