



## **STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION BYLAWS**

### **ARTICLE I – ORGANIZATION**

#### **SECTION 1 MEMBERSHIP**

Pursuant to C.R.S. 23-60-101, et seq., the Colorado State Board for Community Colleges and Occupational Education (Board) shall consist of a Board of twelve members: ten appointed by the Governor and confirmed by the senate, one elected representative of the faculty of state system community colleges, and one elected representative of the students of state system community colleges. The terms of appointed members are designated by the Governor in accordance with the statute. The student and faculty representative each shall have terms of one year. No member shall serve for more than two consecutive full four-year terms. The Board, at no time, shall have more than six appointed members of any one political party. The Board, at all times, shall have one appointed member from each congressional district and two members from the state at large. The student and faculty representatives shall be without the right to vote or attend executive sessions.

#### **SECTION 2 OFFICERS**

##### **Section 2.1 Chair**

The Chair shall preside over all meetings; appoint members to committees and other service opportunities; carry out assignments and instructions given by vote of the Board; and perform such other duties as customarily pertain to the office of Chair.

##### **Section 2.2 Vice Chair**

The Vice Chair shall act as Chair in the absence or incapacity of the Chair. The Vice Chair shall perform such other duties and functions as may be delegated to the offices by the Board.

##### **Section 2.3 Immediate Past Chair**

The Immediate Past Chair, if willing and able, shall act in an advisory capacity to the Chair and to other members of the Board. The Past Chair shall perform such duties as the Chair requests and participate in committees and meetings at the Chair's discretion.

## SECTION 3 ELECTIONS

### Section 3.1 Nominating Committee

Bi-annually, or as necessary to fill a pending vacancy, the Chair shall appoint a Nominating Committee responsible for submitting to the full Board a candidate for Chair and Vice-Chair. The Committee shall be comprised of either the Chair or Vice-Chair, and two other Board members who will not be candidates for an Officer position during this election of officers. The Committee shall have the discretion to determine the candidacy process. Officer elections shall be by a majority of the voting members present.

If the Board rejects a candidate, the Nominating Committee will reconvene to select a new nominee, who will then be presented for a Board vote at the next meeting.

### Section 3.2 Term

The term of the officers shall be for two years, with a one term limitation, or until successors are elected. In exceptional circumstances, as determined by a majority vote of the voting members present, an officer may be eligible for re-election beyond the one-term limitation.

## SECTION 4 RESPONSIBILITIES OF THE BOARD

### Section 4.1 Body Corporate

Pursuant to C.R.S. 23-60-101, et seq., the Board is a body corporate and as such shall receive, demand, and hold for all occupational education purposes and for any educational institution under its jurisdiction, such money, lands, or other property as may be donated, bequeathed, appropriated, or otherwise made available to the Board, and may use such in the interests of community and technical colleges and vocational education in this State.

### Section 4.2 Governing Board

The Board has the authority, responsibility, rights, privileges, powers, and duties provided to governing boards of institutions of higher education in C.R.S. 23-5-106 and 23-60-201, et seq., as they exist now or as they may later be amended.

### Section 4.3 Administration of Occupational Education

The Board shall receive and administer all state and federal funds appropriated for career and technical education in the State of Colorado. The Board shall establish procedures and guidelines for the review and approval of career and technical education programs, allocation of monies, and other regulatory responsibilities as may be defined by state or federal statute.

### Section 4.4 Approving Authority for Veterans Education

The Board is the designated Colorado approving agency which reviews and approves education and training programs for veterans and persons eligible for veterans' educational benefits in accordance with federal law.

## **ARTICLE II – THE SYSTEM**

### **SECTION 1 COMPOSITION**

The Board shall exercise its responsibilities through the Community Colleges of Colorado (System), which shall encompass all of the entities governed, administered, or regulated by the Board.

### **SECTION 2 CHIEF EXECUTIVE OFFICER**

#### **Section 2.1 Chancellor**

The Board shall appoint a chief executive officer with the title of Chancellor of the System (Chancellor), who shall also be the director of community colleges, the director of occupational education, and the Secretary to the Board, at such salary as may be mutually agreed.

#### **Section 2.2 Redefinition of Board Policy**

All references in Board Policy or other written directives to the Director of Community Colleges, Director of Occupational Education, or System President are hereby defined as referring to the Chancellor.

#### **Section 2.3 Responsibilities of the Chancellor**

- (a) Implementation of Board actions.  
The Chancellor shall implement the Board's policies and carry out all decisions the Board adopts that are within the provisions of the law.
- (b) Procedure authority.  
The Chancellor shall have the authority to promulgate procedures needed to implement policies of the Board, directives, or other procedures not in conflict with law, bylaws, or Board policy.
- (c) Personnel.  
The Chancellor is hereby delegated authority to approve all personnel actions for the System Office. Additionally, the Chancellor is delegated authority to appoint and/or terminate the Presidents of the institutions of higher education governed by the Board. College Presidents of the institutions of higher education have delegated personnel authority over their respective institutions.
- (d) Signature authority.  
The Chancellor is authorized to sign on behalf of the Board personnel contracts, additional contracts required in the operation of the System, and any other necessary documents unless otherwise provided in Board Policy.
- (e) Attendance at Meetings.  
The Chancellor shall attend all meetings of the Board and take part in its deliberations but shall not vote. The Chancellor designee shall provide advice and support to committees.

## **ARTICLE III – MEETINGS**

### **SECTION 1 REGULAR MEETINGS**

At the beginning of each fiscal year, the Board shall adopt a schedule of regular meetings for the coming year. The Board, at its discretion, may modify the schedule if the need arises during the year.

### **SECTION 2 SPECIAL MEETINGS**

Special meetings of the Board may be called by the Chair at any time and shall be called by the Chair upon request by four or more members of the Board.

### **SECTION 3 OPEN MEETINGS**

All meetings of two or more members of the Board or of Board committees will be open to the public. All official actions, including adoption of rules and regulations, policies, and such other related matters, as well as decisions to go into Executive Sessions, will be taken in open session at regular or special meetings.

### **SECTION 4 NOTICE**

In the Chancellor's capacity as Secretary to the Board, the Chancellor shall give proper notice to the public of all regular and special meetings in accordance with Art. 6 of Title 24, C.R.S.

### **SECTION 5 EXECUTIVE SESSIONS**

Pursuant to Art. 6 of Title 24, C.R.S., and upon the affirmative vote of 2/3 of the voting membership, the Board may go into an executive session to consider any items legally permissible to discuss in executive session.

The topic of an executive session shall be announced by the Chair and the minutes shall reflect the general subject matter of discussion. No formal action will be taken on any question or issue in an executive session.

### **SECTION 6 AGENDA**

#### **Section 6.1 Preparation**

The agenda for each meeting of the Board will be prepared by the Chancellor acting as Secretary to the Board.

#### **Section 6.2 Amendments to Agendas**

With the permission of the Chair, the Board may proceed out of order to any order of business, reconsider an item already passed, add items to the agenda, or delete items from the agenda. The

addition of action items to the agenda will require a majority vote of those voting members present.

### **Section 6.3 Requests to Appear**

Interested parties may address the Board at any meeting as deemed appropriate by the Chair.

## **SECTION 7 QUORUM**

A majority of the entire membership of the Board but no less than a majority of the voting membership shall constitute a quorum for the transaction of business. Vacancies in the Board membership shall not be counted when determining a quorum.

## **SECTION 8 VOTING**

All voting at any meeting shall be by voice vote. Upon the request of a Board member, voting shall be by roll call. No motion or question shall be decided except upon the affirmative vote of the majority of the voting members present.

## **SECTION 9 RULES OF ORDER**

The Board may set its own rules of order and to do so may draw upon Robert's Rules of Order, as amended, or other similar parliamentary procedures.

# **ARTICLE IV – BOARD MEMBER SERVICE OPPORTUNITIES**

## **SECTION 1 SERVICE OPPORTUNITIES**

In addition to the regular duties of a Board member, Board members may serve by participating in standing or ad hoc committees of the Board, acting as liaisons to specific colleges within the System, and representing the Board on other Boards requiring SBCCOE representation.

## **SECTION 2 ANNUAL NOTICE TO THE BOARD**

An annual presentation will be given to the Board, outlining the Board member service opportunities.

## **SECTION 3 SOLICITATION OF INTEREST**

When service opportunities arise, the Board Coordinator will inform all Board members and request members' interest, which will then be shared with the Board Chair.

## **SECTION 4 APPOINTMENT**

Board members shall be appointed to additional service opportunities by the Board Chair and approved by the Board, unless otherwise ordered by the Board.

## **SECTION 5 MEETINGS**

Committee meetings are open to the public. Notice of any meeting at which a quorum of the Board is expected to attend must be given to the public.

# **ARTICLE V – COMPENSATION AND REIMBURSEMENT**

## **SECTION 1 PER DIEM AND EXPENSES**

Board members shall serve without compensation except that they shall receive fifty dollars (\$50) per diem for attendance at official meetings, plus reimbursement for actual and necessary expenses incurred in conduct of official business. [See C.R.S. 23-60-104 (2)(b).] In no case will an individual member of the Board receive per diem payment for more than five days in a single month.

## **SECTION 2 DEFINITION OF OFFICIAL MEETINGS**

Official meetings shall include all regular or special meetings of the Board, meetings of official committees of the Board, and meetings that last in excess of four hours, if approved by the Board Chair.

## **SECTION 3 PROFESSIONAL CONFERENCES**

Because it is important for members of the Board to be knowledgeable regarding current issues and developments concerning community colleges and occupational education, the Board will pay expenses for attendance at one national professional conference per Board member per year.

Attendance at such meetings, requesting payment of registration and expense reimbursement should be approved in advance by a majority vote of the voting Board members at a regularly scheduled meeting. Since attendance at such conferences is voluntary, members will not receive per diem payment for participation in such but will be reimbursed for expenses in accordance with State Fiscal Rules.

# **ARTICLE VI – POLICIES, RULES, AND REGULATIONS**

The Board may adopt written policies, rules, and regulations consistent with statutes for the efficient organization and operation of the System.

## **ARTICLE VII – AMENDMENT OF BYLAWS**

At any regular meeting of the Board, a new Bylaw of the Board may be enacted, or any existing Bylaw may be amended or repealed, by the affirmative vote of a majority of the voting members present, provided that notice of the proposed action shall have been given at the preceding regular meeting.

The Chair may determine an exceptional circumstance exists that necessitates the Board to vote immediately without giving the normal course of notice at the preceding regular meeting. All immediate amendments to the Bylaws shall be enacted by affirmative vote of the majority of the voting members present.