

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY NO. BP- 2.2

TITLE: BOARD OF GOVERNORS ORGANIZATION AND MEETINGS

SECTION 1. GENERAL

- 1.1 Scope - This policy establishes the organization of the Eastern West Virginia Community and Technical College Board of Governors and conduct of its meetings.
- 1.2 Authority - West Virginia Code §18B-2A-1 and -2
- 1.3 Effective Date - July 1, 2001; revised July 1, 2005

SECTION 2. ORGANIZATION

- 2.1 The officers of the Board shall be chair and vice chair elected from the lay board membership. Officers shall be elected in June for a one-year term commencing on July 1 and ending on June 30. Officers may not serve more than two consecutive terms in the same office.
- 2.2 The Board will normally operate as a Committee of the Whole, but four standing committees will be established to address specific issues as needed. The four standing committees are: Academic and Student Programs; Finance and Administration; Personnel; and Board Operations.
 - 2.2.1 The Committees shall consist of Board members with chairs appointed by the Chair of the Board.
- 2.3 Members may be appointed by the Chair to special or ad hoc committees. In addition to Board members, the Chair may appoint non-Board members, as appropriate to serve on ad-hoc committees.
- 2.4 All committees shall review and make recommendations to the Board on matters assigned by the Chair.
- 2.5 All meetings of the Board and its committees shall be open to the public.

SECTION 3. MEETINGS OF THE BOARD

- 3.1 Meetings will be scheduled a minimum of six (6) times per year. Special meetings may be convened by the Chair or upon the petition of five voting members of the Board.
- 3.2 Members may participate in Board and committee meetings by telephonic or other electronic means which permit voice or video identification of the member.
- 3.3 A quorum of seven voting members is required to conduct business on matters requiring a vote of the Board. Members are prohibited to cast an absentee vote.

- 3.4 Meetings will be noticed in accordance with the provisions of the Open Governmental Meetings Act. This includes notice of regularly scheduled meetings being filed with the Secretary of State for filing in the State Register at least five days prior to the date of the meeting.
- 3.5 The agenda for each regularly scheduled meeting will be made available at least three working days before the meeting. Agendas shall be posted on the College's web site.
- 3.6 The notice provisions of this section shall not apply in the event of an emergency meeting requiring immediate official action. Notice of an emergency meeting may be filed at any time prior to the emergency meeting and shall include the date, time, place and purpose of the meeting and the facts and circumstances of the emergency.
- 3.7 All meetings of the Board and committees shall be open to the public, except the Board or committee may vote to hold an executive session during its meeting for any of the reasons authorized under W. Va. Code § 6-9A-4. A motion to hold an executive session must identify the authorization in W. Va. Code § 6-9A-4 for the executive session and be approved by a majority of the members present. Any formal action of the Board must be taken in open meeting.
- 3.8 At the discretion of the Chair, members of the College's administrative staff, faculty members, classified employees and members of the public may be recognized to address the Board or a committee during its meeting.
- 3.9 Meetings will be conducted according to Robert's Rules of Order subject to the suspension of any rule by a majority vote of the Board or committee.
- 3.10 The Board may cause the removal from a meeting of any member of the public who is disrupting the meeting to the extent that orderly conduct of the meeting is compromised.
- 3.11 Annually the Chair will provide time on the agenda of the Board to meet with the elected institutional councils of classified employees, students and faculty and to permit these councils to address the Board on matters of concern to the respective constituent groups.

SECTION 3 DELEGATION OF AUTHORITY

The responsibility for implementation of this policy is delegated to the Chairman of the Board.

BOARD OF GOVERNORS, CHAIR

DATE