



# Walla Walla Community College

Policy: By-Laws

Adopted: June 14, 1967

## WWCC By-Laws

### Article I. Promulgation

Section 1. The board of trustees of Community College District 20, under the authority vested in said board by the laws of the state of Washington, hereby adopts the following bylaws.

### Article II. Offices

Section 1. The board of trustees shall maintain an office at 500 Tausick Way, Walla Walla, Washington, where all regular meetings shall be held, unless otherwise announced, and all records shall be kept.

Section 2. Correspondence or other business for the board shall be sent to the secretary of the board, who is located in this office.

### Article III. Meetings

Section 1. The board of trustees shall hold at least eleven (11) regular monthly meetings each year, unless dispensed with by the board of trustees, and such other regular or special meeting as may be requested by the chairperson of the board, or by a majority of the members of the board.

Section 2. All regular and special meetings of the board of trustees shall be publicly announced prior to the meeting and shall be open to the general public.

Section 3. No official business shall be acted upon by the board of trustees except during a regular or special meeting held at a preannounced time and place.

Section 4. Information and materials pertinent to the agenda of all regular meetings of the board shall be sent to trustees prior to each meeting. Any matter of business or correspondence must be received by the secretary of the board by 12:00 noon five business days before the meeting in order to be included on the agenda. The chairperson or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda when in his/her judgment the matter is of an emergency nature.

Section 5. All materials to be considered by the board must be submitted in sufficient quantities to provide each member of the board and the secretary with appropriate copies.

#### Article IV. Executive sessions

Section 1. The board of trustees may convene in executive session as allowed by the Open Public Meetings Act. The governing body may exclude from executive session, during the examination of a witness, any or all other witnesses in the matter being investigated by the governing body.

Section 2. No official business of the board of trustees shall be acted upon in executive session.

#### Article V. Order of agenda

Section 1. The agenda governing all regular meetings of the board of trustees shall include, but not necessarily in this order:

- (a) Call to order
- (b) Introduce guests
- (c) Approval of previous minutes
- (d) Approval of agenda
- (e) Reports
- (f) Action items
- (g) Executive session, if necessary
- (h) New and unscheduled business
- (i) Adjournment

Section 2. The order of the agenda may be changed by the chairperson with the consent of the board members present.

Section 3. The chairperson shall announce that persons wishing to address the board on subjects not included on the agenda may do so under (h). The chairperson shall have the right to limit the length of time used by a speaker for the discussion of a subject.

#### Article VI. Records of board action

Section 1. All business transacted in official board meetings, except for Executive Sessions, shall be recorded in minutes and filed for reference.

#### Article VII. Parliamentary procedure

Section 1. Three members of the board of trustees shall constitute a quorum, and no action shall be taken by less than a majority of the board members.

Section 2. Lesser number may adjourn from time to time any regular or special meeting at which a quorum is not present. The secretary of the board shall in person or in writing notify the absent members of the time, date, and place set for the adjourned meeting.

Section 3. Normally, voting shall be viva voce. However, a roll call vote may be requested by any members of the board for the purposes of the record.

Section 4. In question of parliamentary procedure, the actions of the board shall be conducted according to Robert's Rules of Order Revised unless specified otherwise by state law or regulation of the state board or bylaws of the board of trustees.

#### Article VIII. Adoption or revision of policies

Section 1. Policies of the board are established for the management and operation of the college district. In order to achieve a consistent pattern of administration such policies should be reflected in continuous decision-making.

Section 2. Proposed written policies, or revision of existing written policies, shall be presented to the board to provide ample time for consideration and possible revision prior to final adoption.

#### Article IX. Officers of the board

Section 1. At the regular meeting of the board in September of each year, the board shall elect, from its membership, a chairperson and vice chairperson to serve for the ensuing year, commencing on October 1 and terminating on September 30. In addition, the president of Walla Walla Community College shall serve as secretary to the board of trustees as specified by state law. The secretary may, at his/her discretion, appoint an executive assistant or other appropriate college staff member to act as recording secretary for all regular and special meetings of the board.

Section 2. The chairperson in addition to any duties imposed by rules and regulations of the state board, shall preside at each regular or special meeting of the board and sign all legal and official documents recording action of the board. The chairperson shall, while presiding at official meetings, have full right of discussion and vote.

Section 3. The vice chairperson in addition to any duties imposed by rules and regulations of the state board shall act as chairperson of the board in the absence of the chairperson.

Section 4. In case of the absence of the chairperson and vice chairperson from any meeting of the board of trustees or in case of the inability of both of the two to act, the board of trustees shall elect for the meeting a chairperson pro tempore, and may authorize such chairperson pro tempore to perform the duties and acts authorized or required by said chairperson or vice chairperson to be performed, as long as the inability of these said officers to act may continue.

Section 5. The secretary of the board shall in addition to any duties imposed by rules and regulations of the state board, maintain all records of meetings and other official action of the board.

Section 6. The secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

Section 7. The secretary, or his/her designate, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings.

#### Article X. Committees

Section 1. The board of trustees shall act as a committee of the whole for the conduct of its business.

Section 2. Special committees may be appointed by the chairperson of the board upon authority of the board with such powers and duties and for such term as the board may determine.

Section 3. Minutes of the proceedings of each committee shall be kept and as soon as practical after a meeting, a copy of said minutes shall be mailed or delivered to each member of said committee and remaining members of the board of trustees and the president of the college.

Section 4. Committees shall comply with the Open Public Meetings Act, as required.

#### Article XI. Fiscal year

Section 1. The fiscal year of the board shall conform to the fiscal year of the state of Washington and shall be from July 1 to June 30 inclusive.

#### Article XII. Official seal

Section 1. The board of trustees shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be

Walla Walla Community College

District 20

State of Washington

#### Article XIII. Changes to bylaws

Section 1. Bylaws of the board may be revised by majority vote of the board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed.