



## **BYLAWS OF THE ADVISORY BOARD**

### ADOPTED

May 11, 1987

### APPROVED WITH NO CHANGES

September 19, 1988

September 11, 1989

May 13, 1991

September 14, 1992

August 22, 1994

September 11, 1995

September 9, 1996

September 8, 1997

September 14, 1998

September 13, 1999

September 11, 2000

September 17, 2001

September 9, 2002

September 15, 2003

October 4, 2004

September 25, 2006

### AMENDED

November 9, 1993

November 7, 2005 (*Typo on Bylaw 1230 corrected*)

# BYLAWS OF THE ADVISORY BOARD

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## I. ORGANIZATION

### *NAME*

*BYLAW 1100*

These are the Bylaws for the Branch Community College Advisory Board of the University of New Mexico, Los Alamos Campus.

### *MEMBERS*

*BYLAW 1110*

The Advisory Board of the Los Alamos Branch of the University of New Mexico shall be composed of the five members elected by the registered voters of the Los Alamos Branch Community College District.

### *ELECTION OF OFFICERS*

*BYLAW 1120*

The Advisory Board shall elect a chairperson, and a secretary from among its members. The election shall be held at the regular March Board Meeting.

The term for officers shall be for one year beginning immediately upon their election and ending at the regular March Board meeting one year thereafter when their successors have been elected.

The Advisory Board may hold a special election to fill officer vacancies.

### *VACANCY AND REPLACEMENT OF MEMBER*

*BYLAW 1130*

In the event of a vacancy occurring in the membership of the Advisory Board caused in any other manner than by the expiration of the term of office, the remaining board members will appoint a qualified person to serve the remainder of the term.

*ADVISORY BOARD DUTIES*

*BYLAW 1140*

The duties of the Advisory Board shall be as stipulated by the Operating Agreement between the Branch Community College Advisory Board and the University of New Mexico, and by the Branch Community College Act, as amended.

*BOARD COMMITTEES*

*BYLAW 1150*

Standing Committees

No individual member and no group comprising less than the full membership of the Advisory Board shall be designated as a standing committee to perform any of the Advisory Board's function.

Temporary Committees

With the consent of the Advisory Board, the chairperson shall appoint temporary committees comprised of less than the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The chairperson shall be an ex-officio member of any such committee. The chairperson shall have the option of appointing community members for special committees with the consent of the majority of the Advisory Board.

*TRAVEL AND REIMBURSEMENT*

*BYLAW 1160*

Members of the Advisory Board will not be reimbursed for attendance at regularly scheduled meetings in Los Alamos.

Members of the Advisory Board may be reimbursed by the Los Alamos Branch at the rate of staff reimbursement for mileage and per diem for discharge of official duties outside of Los Alamos.

## II. DUTIES OF MEMBERS

### *DUTIES OF THE CHAIRPERSON*

*BYLAW 1220*

The chairperson shall preside at all meetings of the Advisory Board and shall appoint all committees unless otherwise directed by the Advisory Board.

The chairperson shall sign for the Advisory Board and generally represent the Advisory Board at all times when it is not convened. In this function, in the absence of official Advisory Board action, the chairperson may not make commitments which bind the Advisory Board. The chairperson shall notify the convened Advisory board at the next regular meeting of any such representations.

### *DUTIES OF THE SECRETARY*

*BYLAW 1220*

The secretary shall co-sign with the chairperson when required.

In the absence of the secretary, another member of the Advisory Board shall act as signatory.

In the absence of the chairperson, the secretary shall call the meeting to order and conduct the meeting.

### *DUTIES OF INDIVIDUAL MEMBERS*

*BYLAW 1230*

Members of the Advisory Board have no individual authority.

### III. METHOD OF OPERATION

#### *AMENDMENT AND REVIEW OF BYLAWS*

*BYLAW 1310*

The Advisory Board's Bylaws shall be reviewed annually at the regular September meeting.

Bylaws or amendments to the existing bylaws of the Advisory Board shall be proposed at one Advisory Board meeting and voted on at one of the next two regular meetings. A proposed bylaw or amendment may be further amended at the second meeting and may then be voted on at that same meeting.

An affirmative vote by at least three members of the Advisory Board shall be necessary to adopt or suspend a bylaw.

#### *REVIEW OF OPERATING AGREEMENT*

*BYLAW 1320*

The Advisory Board shall annually review the Operating Agreement between the Advisory Board and the University at the regular September meeting.

#### *BOARD MEETINGS*

*BYLAW 1330*

The regular meeting of the Advisory Board will be held on the Monday preceding the second Tuesday of each odd calendar month, except July, at 5:30 p.m., at the Branch Campus unless otherwise directed by the chairperson of the Advisory Board.

#### *NOTIFICATION OF MEMBERS*

*BLAW 1330.01*

The Branch Director shall notify members of the Advisory Board of the regular, special, information, and emergency meetings of the Advisory Board.

The listing of all regularly scheduled meetings of the Advisory Board for the ensuing fiscal year will be determined at the regular May

meeting and announced and posted publicly on or about the first of July each year.

*TIME AND PLACE*

*BYLAW 1330.02*

The regular meeting of the Advisory Board will be held on the Monday preceding the second Tuesday of each odd calendar month, except July, at 5:30 p.m. at the Branch campus unless otherwise directed by the chairperson of the Advisory Board. All meetings will be announced in advance through the newspapers or by such other appropriate means, giving the date, the time, and the place, as well as the major topics discussed. This information will be made available to the news media on Friday prior to the regular Monday meetings.

A listing of the dates for the regularly scheduled meetings will be posted in a conspicuous place in the Administration Building or the Branch Campus on or about the first of July each year, with copies made available to the public upon request.

*PUBLIC SESSIONS*

*BYLAW 1330.03*

All meetings of the Advisory Board, except executive sessions or meetings, shall be open to the public and conducted in accordance with the Open Meetings Act of the State of New Mexico.

*EXECUTIVE SESSIONS*

*BYLAW 1330.04*

The Advisory Board may hold executive sessions according to and for those purposes expressly permitted in the Open Meetings Act of the State of New Mexico.

*CONSTRUCTION OF THE AGENDA*

*BYLAW 1330.05*

The agenda for regular meetings will be set up by the Branch Director and the chairperson and will be delivered to the Advisory Board members no later than Friday before the regular meeting.

*ADVANCE DELIVERY OF MATERIALS*

*BYLAW 1330.06*

Background and resource material pertinent to agenda items shall be prepared and distributed to Advisory Board members by the Branch Director no later than the Friday before the regular meeting.

*PROCEDURES FOR MAKING REPORTS AND RECOMMENDATIONS TO THE ADVISORY BOARD*

*BYLAW 1330.07*

The Advisory Board may require that the following steps be followed when individuals are presenting reports, recommendations, or requests to it:

1. The report should be submitted to the Branch Director's Office allowing sufficient time (a ten-day period is suggested) for copies to be submitted to individual Advisory Board members for study.
2. The Advisory Board will review and discuss reports at a regular meeting of the Advisory Board following the submission of the report or request. Individuals, or their representatives, submitting requests are invited to be present to discuss and answer questions relative to the report that has been submitted.
3. At a subsequent meeting, and after careful study and consideration of the recommendations of the Branch Director, the Advisory Board will act upon these requests.

## *QUORUM*

*BYLAW 1330.08*

Three (3) Advisory Board members, meeting at the designated time and place, shall constitute a quorum for the purpose of conducting business. All action, motions, and decisions of the Advisory Board must be made by a majority vote of those present. Revisions and suspensions of policies and Bylaws require the approval by at least three (3) Advisory Board members. The only business that can be conducted in the absence of a quorum is to take measures to obtain a quorum, fixing a time of adjournment, or to take a recess.

## *MINUTES*

*BYLAW 1330.09*

### Regular Meetings

The minutes of regular Advisory Board meetings shall be kept in accordance with New Mexico Statutes. The minutes shall include but not be limited to the date and time of meeting, the Advisory Board members present, action taken by the Advisory Board members, and subjects discussed.

The minutes of work sessions and informational sessions will be kept. The minutes shall include but not be limited to the date and time of the meeting, the Advisory Board members present, and the subjects discussed.

The order of business for regular meetings of the Advisory Board shall consist, when necessary, of the following:

1. Call to Order
2. Roll Call
3. Routine Business
  - a. Approval of minutes of the previous meetings
4. Public Comment
5. Information for the Board
6. Unfinished Business
7. Presentations of the Directors
  - a. Curriculum and Faculty Matters
  - b. Student Services
  - c. Financial Matters
  - d. Facilities
  - e. Personnel Matters
  - f. Legislative Matters
8. Board Requested Action or Discussion
9. Future Business
10. Adjournment

*INFORMATION TO PRECEDE ACTION*

*BYLAW 1330.11*

The Advisory Board shall defer action on questions for which the members determine insufficient information exists until such time as adequate information is furnished.

The Branch Director may be required to examine and evaluate information and recommend action before the Advisory Board makes a decision.

*PARLIMENTARY PROCEDURES*

*BYLAW 1330.12*

Advisory Board meetings shall be conducted by generally recognized procedures. Robert's Rules of Order, Revised, may be used as a standard parliamentary procedure, except when otherwise provided by the Advisory Board's bylaws.

*SPECIAL ADVISORY BOARD MEETINGS*

*BYLAW 1340*

Special meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board or by the Branch Director and one member of the Advisory Board. For any such meeting, an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance.

Special meetings shall be conducted according to the Advisory Board bylaws governing the conduct of regular meetings whenever applicable.

Notice of special meetings will be provided to the news media at least twenty-four (24) hours prior to the date of the meeting together with agenda items.

Each special meeting shall have an announced agenda.

## *EMERGENCY MEETINGS*

## *BYLAW 1350*

Emergency meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board or by the Branch Director and one (1) member of the Advisory Board. Notice of emergency meetings will be given to the Advisory Board members and the news media immediately upon the decision to have the meeting, together with the agenda.

Emergency meetings shall be conducted according to bylaws governing regular meetings whenever applicable.

## *INFORMATION MEETINGS*

## *BYLAW 1360*

Information meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board.

The Advisory Board may meet to receive and discuss instructional and business matters. These information meetings will be held at such time and place determined by the Advisory Board. For any such meeting an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance.

Invitations may be extended to staff, faculty, community organizations, and other groups who can or wish to provide information which, at a future time, may lead to decision and action by the Advisory Board.

Notice of information meetings will be provided to the news media twenty-four- (24) hours in advance. No decisions will be made at these meetings, but all known subjects to be discussed will be announced. Subjects for discussion will not be limited to the agenda.

The Advisory Board may meet in closed executive session. Such executive sessions shall be governed by the Open Meetings Act of the State of New Mexico.

Executive meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board. For any such meetings, an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance. A quorum of the members of the Advisory Board must be present to conduct the executive meeting.

During an open meeting, the Advisory Board may go into executive session upon approval of a motion to do so by a majority of the quorum.

Executive meetings may be called to discuss only those agenda items allowed by the Open Meetings Act. No official action shall be taken and no minutes shall be recorded.

During executive sessions, only members of the Advisory Board and persons invited by the Advisory Board shall be present.

Notice of executive meetings shall be given to the news media twenty-four (24) hours prior to the date of the meeting except for those called during an open meeting. Notice shall state purpose for the meeting. Public notice is not required for an executive session to discuss threatened or pending litigation.