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Delta College District
Board of Trustees
Special Meeting
Bylaws Subcommittee
July 30, 2008
President's Conference Room
5:00 p.m.

Board Members Present: R. Emrich, K. Higgs, R. Stafford

Others Present: L. Myles-Sanders, A. Ursuy

Call to Order: Bylaws Subcommittee Chair, R. Stafford, called the meeting to order at 5:00 p.m.

R. Stafford called for public comments. Hearing none, the meeting proceeded.

R. Stafford said that the purpose of this meeting is to define what the Bylaws Subcommittee will accomplish and the time frame in which the work will be done. K. Higgs commented that the group should take their time to ensure that the work is done thoroughly and accurately. R. Emrich said that he agrees that the group needs to do a proper job but added that he thinks that the work should not extend further than the end of the year.

R. Emrich asked L. Myles-Sanders to immediately amend the bylaws as approved by the Board of Trustees at the June 10 meeting. The amendment will become "Section 11" of the bylaws and will be titled Public Comment at Board Meetings.

R. Stafford said that he has some thoughts on how the Bylaws Subcommittee could get the work done. The first step would be to collect samples from other schools and review. The second step would be to do a comparison using the Delta College Board Bylaws as a benchmark. The comparison will most likely identify gaps and then the committee would work to identify areas in which additions and/or revisions to the bylaws would need to occur based on the gaps that resulted from the comparison.

R. Emrich added that he wants to make sure that the bylaws conform with the Community College Act and the Open Meetings Act. K. Higgs said that he has thoroughly reviewed the bylaws and at this point he has not found anything in them that does not conform.

R. Emrich said that this committee may also want to consider what belongs in the bylaws and what belongs in standing rules. He said that an example of standing rules would be a code of conduct for the Board. R. Emrich added that the order of the bylaws says a lot about the Board and the College. The committee should also consider the way that the bylaws are organized.

R. Emrich said that he would like to discuss how a Trustee gets an item on the Board Agenda. K. Higgs said that in reviewing Robert's Rules he determined that the Board should be approving the agenda at the beginning of each meeting. At that time, additions to the agenda could be made. R. Emrich said that this issue should be addressed in the Delta College Board Bylaws.

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R. Emrich added that the rules that the Board operates under should be established. For example, should the Board use Robert's Rules or Robert's Rules for Small Boards? One set of rules should be chosen and followed.

R. Emrich mentioned that in reviewing the bylaws, the relationship between the Board and Foundation should be considered. L. Myles-Sanders said that the Foundation should operate as a separate entity. K. Higgs agreed, stating that the Foundation is a 501(c)(3).

L. Myles-Sanders said that at the conclusion of this meeting she will add "Section 11," as approved at the June 10, 2008 Regular Meeting, to the Board Bylaws. In addition, she will distribute additional examples of bylaws from other community colleges and begin reviewing the current Board Bylaws to identify the pieces that are not specifically required by the Open Meetings or Community College Act.

R. Stafford said that in preparation for the next meeting, the Bylaws Subcommittee should review the distributed information on bylaws from other schools. At the next meeting, the Subcommittee will work on the framework (topic headings) and the order of those topic headings within the bylaws.

The group decided that the next meeting of the Bylaws Subcommittee will take place on August 13, 2008, at 5:00 p.m. in the President's Conference Room.

Meeting adjourned at: 5:54 p.m.

Respectfully submitted,

Leslie Myles-Sanders, Board Secretary

Andrea Ursuy, Recording Secretary