

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

BY-LAWS

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ARTICLE I -- NAME

The legal name of the Board is the Board of Trustees of the Nebraska State Colleges, herein after referred to as "Board."

ARTICLE II -- PURPOSE

The Board is a body corporate created by the State Constitution and empowered by statutory authority with the general government of the State Colleges as now existing, and such other State Colleges as may be established by law.

ARTICLE III -- MEMBERSHIP

The Board consists of seven (7) members, six (6) of whom shall be appointed by the Governor, with the advice and consent of the Legislature, two (2) each for terms of two (2), four (4), and six (6) years, and two (2) each biennium thereafter for a term of six (6) years, and the Commissioner of Education shall be a member ex-officio. Board appointees, even if the appointment is for a specified term, hold office until their successors are duly appointed and qualified. The duties and authorities of the Board shall be prescribed by law.

Student Members on the Board

An undergraduate student enrolled full time shall be appointed by the Governor from each of the Nebraska State Colleges to serve a one (1) year term. An ad hoc selection committee shall be established on each campus by the respective current Student Trustee and the Student Senate Speaker/President. The selection committee shall consist of the current Student Trustee, one (1) Student Senate faculty advisor, the Vice President/Dean of Student Affairs, and four (4) other students as appointed by the Board member and Student Senate Speaker/President. Only students serving on the committee shall have a vote. The committee shall nominate at least three (3) candidates to the Student Senate for approval. After January 1, but before March 1, the Student Senate or similar body shall nominate three (3) candidates to the Governor of Nebraska. The representatives appointed by the Governor will serve one (1) year terms ending May 1. If, during the term of the appointment, the representative is no longer enrolled as a student, a vacancy shall be created requiring the Governor to appoint another qualified representative for the balance of the appointment. Student Trustees are accorded full Board membership and participation except for certain personnel and legal matters, and that they are non-voting members.

ARTICLE IV -- OFFICERS

Board Officers shall consist of a Chair and Vice-Chair, and are elected from the appointed membership of the Board for a term of one (1) year. Term of office begins July 1, except that said two (2) officers shall hold office until their successors are elected and qualified. Any such officer may be removed from office by five (5) affirmative votes. A vote for removal of an officer must be at a regular or special meeting of the Board, preceded by the mailing of notice to each Board member and to such officer five (5) days prior to such meeting which notice shall set out the proposed action.

The Secretary shall be selected by the Board and hold office of indefinite tenure at the pleasure of the Board. The State Treasurer shall be Treasurer of the Board by virtue of his/her office.

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The Chair's principal duties shall be to provide leadership in planning the work of the Board; to aid the Chancellor in interpreting the educational needs of the colleges and in devising effective ways to present them to the Board, to preside at meetings of the Board; to recommend to the Board the appointment of committees; to act for the Board, when such action is required by law, in signing contracts and other official documents; to represent the Board or to designate a representative upon occasions when such representation is deemed desirable; and to perform such other duties as may be prescribed by law or state regulation or assigned by the Board.

The Board Chair shall preside at its meetings with full power to vote on and discuss all matters, and shall submit information and recommendations, as that officer may consider proper, concerning the business and interests of the colleges. The Chancellor and/or College President will sign all contracts approved by the Board.

A Vice-Chair shall be elected by the Board at the annual meeting and shall assume the duties in the Chair's absence or incapacity. In the event of the permanent disability or death of the Chair, the Vice-Chair shall become Chair for the remainder of that term and the Board shall elect a new Vice-Chair.

ARTICLE V -- MEETINGS

The Board shall meet at least quarterly and will hold its official annual meeting at or near the close of the spring semester. The election of officers for the next fiscal year will occur at the annual meeting.

All meetings of the Board shall be held within the state of Nebraska at such place as determined by the Board or the Board's delegates, including a meeting at each institution under its jurisdiction at least once each year, absent extenuating circumstances.

All regular or special meetings of the Board shall be publicized as required by State law and provided in Board policy.

All meetings of the Board are open to the public except that the Board may hold executive sessions in accordance with the provisions of state law. One (1) current copy of the Open Meetings Act shall be posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. The provisions of the law shall be complied with in conducting emergency meetings.

The Board may hold a work session preceding regular or special Board meetings upon request and/or concurrence of the Board. The purpose of a work session shall be to provide information concerning items of in-depth interest in education, briefing and background information items related to the Nebraska State Colleges activities, items to be proposed for future consideration, and a review of items on the public agenda in order to assure adequate information has been provided to the Board. A work session agenda stating the time and place of the session shall be included with the agenda for the regular Board meeting. Work sessions shall be open to the public. No formal action shall be taken at a work session.

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ARTICLE VI -- QUORUM

Four members of the Board in actual attendance of all meetings of the Board shall constitute a quorum. Action may be taken by a majority of a quorum on all matters not requiring a positive vote of a majority of the Board as specified in these policies or by-laws or by statute.

ARTICLE VII -- MEETING AGENDA

The Chancellor, with the approval of the Chair, shall prepare an agenda to be furnished each member of the Board and each college president three (3) days in advance of the meeting, describing briefly the nature of each item and providing background information which will enable parties to weigh the subject in advance and research such facts as may be helpful in Board deliberation.

ARTICLE VIII -- ORDER OF BUSINESS

At all regular meetings and special meetings the order of business will be determined by the Chancellor and Chair.

ARTICLE IX – CLOSED SESSIONS

The Board may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, the reason for the closed session, and the time of commencement and conclusion of the closed session shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed session to only those purposes set forth in the minutes' motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. Any formal official action on any question or motion duly moved and seconded shall be taken only by roll call vote of the Board in open session convened and the record shall show how each member voted. Any formal action of any type, including expenditure of funds, adopted or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty (120) days of the meeting at which the alleged violation occurred. Any formal action in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty (120) days after but within one (1) year of the meeting at which the alleged violation occurred.

Any board member shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is not necessary. Such challenge shall be overruled only by a majority vote of the board members. Such challenge and disposition shall be recorded in the minutes.

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ARTICLE X -- COMMITTEES

All committees of the Board shall be appointed by the Chair. Committees shall serve one (1) year commencing July 1, and thereafter until the committees are reconstituted or discharged.

Academic, Personnel & Student Affairs
Enrollment and Marketing
Fiscal, Facilities & Audit

Committees shall have at least three (3) members, and the Board Chair shall be an ex-officio member of all committees. Other regular committees may be created as the Board directs. The first named member of each committee shall act as Chair, call the meeting and direct the proceedings, but shall not otherwise have greater power or authority than other members.

Special committees may be created to take charge of subjects specifically referred to them. Such committees shall be appointed as ordered by the Board at the time they are created, and shall cease to exist when their work has been completed or when discharged by Board action.

ARTICLE XI -- PARLIAMENTARY PROCEDURE

Robert's Rules of Order (current) shall govern the consideration of all business and debate as far as applicable to this body and when not in conflict with Board policies or law.

A record of the Board's vote shall be preserved in the minutes on all propositions involving the creation of indebtedness; the sale, purchase, or leasing of any real estate; or on any contract for the construction, alteration, or repair of any building; or area which requires Board action; or on any amendment to the policies and by-laws of the Board; and also on any proposition submitted at the request of any members of the Board made before the announcement of a vote otherwise taken.

ARTICLE XII -- AMENDMENT OF BY-LAWS

These by-laws may be altered, repealed, amended or added to by a majority vote of all members of the Board at any regular meeting of the Board or at any special meeting called for that purpose, provided notice is given to the Board and each Board member shall have been furnished a copy of the proposed amendment or change (at least ten (10) days) prior to the meeting at which such amendment or change is to be acted on.

ARTICLE XIII -- FORMULATION OF POLICIES

When policies are found to be inadequate, contradictory or unclear, the appropriate committee of the Board or the Chancellor shall propose a policy for consideration by the Board for adoption to guide future related action. Such new policies as adopted shall be incorporated in the policy manual.

Policies may be adopted after consideration at one (1) or two (2) meetings of the Board by a majority vote. The Board can decide on the number of meetings required for adoption of the new policy based on the subject matter of the policy and the urgency of need for the new policy. Formal adoption of the policies shall be recorded and noted in the minutes of the Board.

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Policies are subject to amendment only by a majority vote and after consideration at one (1) or two (2) meetings. The Board can decide on the number of meetings required to make amendments to current policies based on the extent of the amendment and the urgency of need for the amendment. All amendments of the policies shall be recorded and noted in the minutes of the Board.

A policy may be waived at any meeting, with a quorum of the Board, to permit a specific action.

ARTICLE XIV – REVISOR OF BOARD BY-LAWS AND POLICIES

The Chancellor is hereby designated as the Revisor of Bylaws and Policies adopted by the Board of Trustees. The Chancellor shall, from time to time as he or she shall deem necessary, prepare amendments, corrections or clarifications to Board bylaws and policies for publication and distribution. Publication and distribution is to be accomplished in such manner as the Chancellor determines to be most appropriate. In preparing any amendment, correction or clarification for publication and distribution, the Chancellor shall not alter the sense, meaning or effect of any act of the Board of Trustees, but may:

- 1) renumber sections and parts of sections;
- 2) rearrange sections;
- 3) change reference numbers to agree with renumbered sections or subsections;
- 4) change capitalization for the purpose of uniformity;
- 5) correct manifest clerical or typographical errors;
- 6) remove obsolete matter within any section;
- 7) remove within any section language that conflicts with any lawful and controlling statute or regulation of the State of Nebraska or of the United States, or that has been determined to be unlawful as a result of a controlling decision of a court of the State of Nebraska or of the United States, when the same can be accomplished without impairing the sense or legality of the remainder of the section;
- 8) omit any section or sections that conflict with any lawful and controlling statute or regulation of the State of Nebraska or of the United States, or that have been determined to be unlawful as a result of a controlling decision of a court of the State of Nebraska or of the United States;
- 9) correct faulty internal references, and
- 10) harmonize provisions with former acts of the Board of Trustees in these By-laws or former policies adopted by the Board.

ARTICLE XV -- CONFLICT OF INTEREST; BOARD MEMBERS

No member of the Board shall in any manner, directly or indirectly, participate in the deliberation upon or the determination of any question affecting his or her personal interests, or the interests of any corporation, partnership or association in which the Board member is directly or indirectly personally interested. In addition, each member of the Board will file a disclosure statement as required by state law.

ARTICLE XVI – MEMBERS; REIMBURSEMENT AND REMUNERATION

Members of the Board shall receive no compensation for the performance of their Board duties, but may be reimbursed for their actual expenses incurred on Board affairs, including telephone and telegraph charges, postage, and travel expenses.

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| Legal Reference: | Article VII, Section 13 | Constitution |
| | RRS 49-1106 | Disclosure; contracts; filing; fines or incomplete filing penalty |
| | RRS 83-306 | Director of administrative services; claims against the state; limitations |
| | RRS 84-302 | Board of Trustees; officers |
| | RRS 84-306.1 | Claims against the state; claim; content; automobile; airplane; statement required; receipts; personal maintenance expense |
| | RRS 84-1410 | Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions or workshops |
| | RRS 84-1411 | Meetings of public body; notice; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body |
| | RRS 84-1412 | Meetings of public body; rights of public; public body; powers and duties |
| | RRS 84-1414 | Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties |
| | RRS 85-301 | State Colleges; official names; board of trustees; appointment; no compensation; traveling expenses |
| | RRS 85-303 | Board of Trustees; secretary; duties |
| | RRS 85-304 | Board of Trustees; rules and regulations |
| | RRS 85-304 | Board of Trustees; powers; enumerated |
| | RRS 85-314 | Board of Trustees; utilities, service, sale or lease |

By-Laws Adopted: 1/28/77
By-Laws Revised: 6/5/93
By-Laws Revised: 12/3/98
By-Laws Revised: 9/17/04
By-Laws Revised: 3/31/06
By-Laws Revised: 9/15/06
By-Laws Revised: 11/14/08
By-Laws Revised: 3/26/10