

## 1.1 Bylaws of the Board of Trustees of Community-Technical Colleges

### Article I Board Organization

*Section 1. Officers, Elections, and Terms:* The officers of the board shall be a chairperson, vice chairperson and secretary. The chairperson shall be designated by the governor in accordance with section 4-9a of the general statutes, and the remaining officers shall be elected at the regular September meeting in odd-numbered years for a term of two years and until the election and qualification of their successors. A vacancy occurring in any office other than that of chairperson may be filled for the balance of the unexpired term at any regular meeting of the board or at a special meeting called for that purpose.

*Section 2. Duties:* The chairperson shall preside at board meetings and shall have the same right to vote and participate in discussion as any other member. The vice chairperson shall act in the absence of the chairperson. In the absence of the chairperson and vice chairperson, the board shall elect a temporary chairperson. The secretary shall be responsible for records of proceedings of the board and their custodianship, which responsibilities may be delegated to the board's executive staff. In the absence of the secretary, the chairperson may appoint a temporary secretary who shall act as and perform all the duties of the secretary.

The chancellor shall review unapproved minutes in order to ensure that they accurately reflect the proceedings of the board prior to their distribution to the board. After the board has voted approval of the minutes of a meeting, they shall be signed by the secretary or by the presiding officer.

*Section 3. Committees:* Standing committees of the board shall be the committee on academic policies and student affairs, the committee on finance, budget and facilities, the committee on personnel, and the audit committee. The responsibilities of standing committees shall be those which the board may, from time to time, assign to them by policy. Other committees may be created by board action, and the chairperson of the board may establish temporary ad hoc committees as he or she deems appropriate to serve for periods not to exceed two years, provided, however, that such ad hoc committees may be discharged at any time by a majority vote of the board. The members and chairpersons of all board committees shall be appointed by the chairperson of the board.

Article II  
Procedure and Regulations

*Section 1. Meetings:* Regular meetings of the board shall be held on the fourth Monday of January, February, and July and on the third Monday of each other month except August. Regular meetings shall be held at 61 Woodland Street, Hartford, Connecticut except that such regular meetings may be held at a community college which shall be specified in the annual schedule of regular meetings filed with the secretary of the state in January of each year. Any change in the location of a scheduled regular meeting shall be communicated to each board member and to the secretary of the state. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. Special meetings may be held on call of the chairperson of the board or in his or her absence by the vice chairperson, or in the absence of both, by the chancellor. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be considered at such special meetings. Upon written request of two members of the board submitted to the chairperson, said official shall call a special meeting to be held not later than ten days after receipt of such request. In the absence of the chairperson, such requests may be submitted to the vice chairperson, or in the absence of both to the chancellor, who shall call such a meeting. Any meeting may be cancelled by the chairperson of the board with such notice as shall be practicable, provided, however, that meetings called pursuant to the written request of two board members as provided herein may be cancelled only for lack of a quorum or in a bona fide emergency.

*Section 2. Quorum:* Fifty percent of the membership of the board shall constitute a quorum. For the purposes of this section, the term membership shall not include any vacancies in the statutory membership of the board.

*Section 3. Order of Business:* Except as it may be modified by vote of the board for special purposes, the general order of business at each regular meeting shall be as follows:

Attendance and establishment of quorum	Committee reports
Adoption of agenda	Unfinished business
Approval of minutes	New business
Communications	Addendum
Consent Agenda	Staff reports
	Adjournment

Except as it may be modified by vote of the board for special purposes, the general order of business at the regular meeting in September of each odd-numbered year shall be as follows:

1. Attendance and establishment of quorum
2. Adoption of bylaws
3. Election of Officers
4. Adoption of agenda
5. Approval of minutes
6. Communications
7. Consent Agenda
8. Committee reports
9. Unfinished business
10. New business
11. Addendum
12. Staff reports
13. Adjournment

*Section 4. Consent Agenda:* Resolutions and other proposed actions of a routine nature, as determined by the chairperson of the board or the chancellor, shall be entered on the consent agenda, provided that all such items have been provided to board members for review prior to the date of the meeting. All items on the consent agenda shall be adopted on motion without discussion unless, at any time prior to the motion for adoption, a member requests removal of an item, in which case the item shall be so removed and assigned by the chairperson to a place on the regular agenda.

*Section 5a. Executive Session:* The board may hold an executive session, at which the public is excluded, upon an affirmative vote of two-thirds of the members present and voting. Said vote shall be taken at a public meeting of the board, and the reasons for the executive session, as defined in Appendix A, shall be stated at the time of the vote.

*Section 5b. Closed Session:* The board may convene in closed session upon an affirmative vote of a majority of the members present and voting, exclusively for the purpose of considering or acting upon matters pertaining to strategy or negotiations with respect to collective bargaining. Attendance at a closed session shall be limited to members of the board and persons invited by the board to be present.

*Section 6. Voting:* Adoption or revision of the board's annual budget request, election of officers, and amendment of these bylaws shall be decided by a majority of the members of the board. All other matters shall be decided by a majority of the members present, except as provided in Sections 5 and 8.

*Section 7. Amendments:* The bylaws of the board may be amended at any regular meeting by a majority vote of the members of the board, provided that a copy of such amendment shall have been mailed to board members at least ten days prior to such meeting.

*Section 8. Suspension of Bylaws:* Any provision of these bylaws may be suspended by a vote of two-thirds of the board members.

*Section 9. Parliamentary Authority:* The rules contained in Robert's Rules of Order (latest edition) shall govern the board in all cases to which they are applicable but not inconsistent with these bylaws.

*Section 10. Chancellor and Presidents:* The board shall appoint an chancellor, who shall be the chief executive officer of the system, and shall establish and maintain a council of college presidents. The chancellor, each college president, and the council of presidents shall serve in such capacities and perform such duties as the board may from time to time assign to them.

(Adopted September 18, 1995; Amended  
September 19, 2005)

## APPENDIX A

### Excerpts from the Freedom of Information Statutes

Section 1-18a(b) Connecticut general statutes, provides, in part, the following:

"Meeting" shall not include: Any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining.

Section 1-18a(e)

"Executive sessions" means a meeting of a public agency at which the public is excluded for one or more of the following purposes: (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting; (2) strategy and negotiations with respect to pending claims or pending litigation to which the public agency or a member thereof, because of his conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled; (3) matters concerning security strategy or the deployment of security personnel, or devices affecting public security; (4) discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and (5) discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-19.

#### Section 1-18a(g)

"Pending claim" means a written notice to an agency which sets forth a demand for legal relief or which asserts a legal right stating the intention to institute an action in an appropriate forum if such relief or right is not granted.

#### Section 1-18a(h)

"Pending litigation" means (1) a written notice to an agency which sets forth a demand for legal relief or which asserts a legal right stating the intention to institute an action before a court if such relief or right is not granted by the agency; (2) the service of a complaint against an agency returnable to a court which seeks to enforce or implement legal relief or a legal right; or (3) the agency's consideration of action to enforce or implement legal relief or a legal right.

#### Section 1-19(b)

Nothing in sections 1-15, 1-18a, 1-19 to 1-19b, inclusive, and 1-21 to 1-21k, inclusive, shall be construed to require disclosure of (1) preliminary drafts or notes provided the public agency has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure; (2) personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy; (3) records of law enforcement agencies not otherwise available to the public which records were compiled in connection with the detection or investigation of crime, if the disclosure of said records would not be in the public interest because it would result in the disclosure of (A) the identity of informants not otherwise known or the identity of witnesses not otherwise known whose safety would be endangered or who would be subject to threat or intimidation if their identity was made known, (b) signed statements of witnesses, (C) information to be used in a prospective law enforcement action if prejudicial to such action, (D) investigatory techniques not otherwise known to the general public, (E) arrest records of a juvenile, which shall also include any investigatory files concerning the arrest of such juvenile compiled for law enforcement purposes, (F) the name and address of the victim of a sexual assault under section 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a, or injury or risk of injury, or impairing of morals under section 53-21, or of an attempt thereof or (G) uncorroborated allegations subject to destruction pursuant to section 1-20c; (4) records pertaining to strategy and negotiations with respect to pending claims or pending litigation to which the public agency is a party until such litigation or claim has been finally adjudicated or otherwise settled; (5) trade secrets, which for purposes of sections 1-15, 1-18a, 1-19 to 1-19b, inclusive, and 1-21 to 1-21k, inclusive, are defined as unpatented, secret, commercially valuable plans, appliances, formulas, or processes, which are used for the making, preparing, compounding, treating or processing of articles or materials which are trade commodities obtained from a person and which are recognized by law as confidential, and commercial or financial information given in confidence, not required by statute; (6) test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations; (7) the contents of real estate appraisals, engineering or feasibility estimates and evaluations made for

or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated or abandoned, provided the law of eminent domain shall not be affected by this provision; (8) statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with such licensing agency to establish his personal qualification for the license, certificate or permit applied for; (9) records, reports and statements of strategy or negotiations with respect to collective bargaining; (10) records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship; (11) names or addresses of students enrolled in any public school or college without the consent of each student whose name or address is to be disclosed who is eighteen years of age or older and a parent or guardian of each such student who is younger than eighteen years of age, provided this subdivision shall not be construed as prohibiting the disclosure of the names or addresses of students enrolled in any public school in a regional school district to the board of selectmen or town board of finance, as the case may be, of the town wherein the student resides for the purpose of verifying tuition payments made to such school; (12) any information obtained by the use of illegal means; (13) records of an investigation or the name of an employee providing information under the provisions of section 4-61dd; (14) adoption records and information provided for in sections 45a-746 and 45a-750; (15) any page of a primary petition, nominating petition, referendum petition, or petition for a town meeting submitted under any provision of the general statutes or of any special act, municipal charter or ordinance, until the required processing and certification of such page has been completed by the official or officials charged with such duty after which time disclosure of such page shall be required.

### **1.2.1 Procedure for the Election of Community College Student Members of the Board of Trustees and Student Members and Alternate Members of the Standing Committee of the Board of Governors**

During September of each year, the student government at each community college shall elect a prescribed number of representatives to a student electoral assembly, in accordance with B, below. Such representatives may be full-time or part-time currently enrolled students, but need not be members of the student government.

Representation in the student electoral assembly shall be based upon each college's combined fund credit headcount enrollment. Each college shall have two representatives, one student enrolled in a technical program and one student enrolled in a non-technical program, for the first two thousand enrolled credit students or less and shall have one additional representative for each one thousand students in excess of two thousand.

The college presidents shall notify the chancellor by October 1 each year of the students who have been elected from each college to the student electoral assembly and shall certify the program in which each such student is enrolled.

During October of each year, the chancellor or his or her designee shall convene the student electoral assembly for the purpose of electing a community college student member of the Board of Trustees of Community-Technical Colleges to serve for a two-year term and student members and alternate student members of the standing committee of the board of governors, each to serve for a one-year term.

1. The assembly shall elect a presiding officer and a secretary and may elect such other officers as it deems necessary.
2. The assembly shall conduct its affairs in accordance with the following:
  - a) A majority of the membership of the assembly shall constitute a quorum for the transaction of business.
  - b) A majority of the members present and voting shall be necessary to elect student members of the board of trustees and the standing committee of the board of governors.
  - c) To be eligible for election to the board of trustees, an individual must be enrolled for at least six credits at a community college as follows: in odd-numbered years such individual must be enrolled in a technical program, and in even-numbered years such individual must be enrolled in a non-technical program.
  - d) To be eligible for election to the standing committee of the board of governors as a technical student, an individual must be enrolled as either a full-time or part-time student in a technical program at one of the five