

RULES, REGULATIONS, AND BYLAWS ADOPTED BY THE BOARD OF TRUSTEES

The Board of Trustees has adopted the following rules, regulations, and bylaws for the purpose of the orderly conduct of the business of Temple College:

1. **Composition of the Board of Trustees** - The Board of Trustees consists of nine members elected by the qualified electors of the Temple College District.

2. **The Officers of the Board of Trustees are** the Chair, Vice-Chair, and Secretary. The chair shall preside over all meetings of the Board and shall have the other duties described herein. The Vice-Chair shall perform the duties of the Chair if the Chair is unable to do so. The Secretary shall maintain the records and minutes of the meetings of the Board. The Officers of the Board shall be elected at the first regular meeting of the Board following the regular election of members of the Board in even-numbered years, or at any time thereafter in order to fill a vacancy. The Chair of the Board shall not serve consecutive terms unless the first term is a partial term caused by a vacancy. Other Officers may serve multiple consecutive terms. The Officers shall perform such duties as are normally ascribed to them and any other duties as may be designated by the Board of Trustees. A Recording Secretary to be designated by the President of the College and approved by the Board will keep records of the meetings of the Board and perform such other duties as may be requested by the Board. The Recording Secretary shall not be a member of the Board.

3. **The officers of the Board shall serve as** an Executive Committee for the purpose of reviewing the monthly agenda and shall be available to the President of the College for advice and consultation as needed. The Executive Committee shall meet prior to the regular Board meeting at such time and place designated by the Chair of the Board. The Chair shall appoint members of the Finance Committee, Building and Facilities Committee and any other committee, which the Chair or a majority of the Board shall determine to be appropriate.

4. **Meetings** - Regular meetings of the Board of Trustees shall be held on the third Monday of each month at 6:00 p.m. on the campus of Temple College. Special meetings may be called by the Chair or by a majority of the Board by written notice to all members of the Board not less than three (3) days prior to such special meeting. However, any regular or special meeting may be held at any time or place in the City of Temple if fixed and agreed upon by a majority of the Board.

5. **Quorum** - A quorum of the Board of Trustees, at any meeting for any purpose, shall consist of five members; and a majority of the members present and voting shall be sufficient to decide any matter or question.

6. **Agenda** - The order of business of a regular meeting of the Board of Trustees shall include:

- I. Approval of Minutes of Previous Meeting
- II. Approval of Disbursements
- III. Old Business
- IV. Report of the President of Temple College
- V. New Business
- VI. Miscellaneous
- VII. Adjournment

7. **Amendments** - Any portion of the preceding Rules, Regulations and Bylaws may be changed by a majority vote of the members of the Board.

Note: The effective and current resolutions approved by the Board setting the policies for the operations of Temple College can be found in the *Temple College Catalog*, the *Temple College Personnel Handbook*, the *Temple College Student Handbook*, *Calendar and the Board of Trustees Manual*.

Many such resolutions change annually, e.g., the salary schedules, the College Calendar, staff appointments, etc.; thus, one must make certain to consult the latest edition of the above publications to be guaranteed that the most recent Board action is being reviewed.

The distribution of these publications is as follows:

1. Temple College Catalog - All Board Members, staff, students, and outside requests.
2. *Temple College Personnel Handbook* - All regular staff, part-time faculty, and Board Members.
3. *Temple College Student Handbook and Calendar* - All students, staff, and Board Members.
4. *Temple College Board of Trustees Manual* - All Board Members