AUGUSTA TECHNICAL COLLEGE BOARD OF DIRECTORS BY-LAWS

ARTICLE I. NAME

The name of this organization shall be the Local Board of Directors of Augusta Technical College.

ARTICLE II. PURPOSE

Local Boards were created by Georgia State Statute (O.C.G.A. § 20-4-11) to assist the TCSGS at e Board in carrying out its mission. The primary purpose of the local boards and its members is to:

- (1) Advise on program direction via their personal subject matter expertise and awareness of area business needs for program decisions and priorities;
- (2) Serve as a check and balance for the development and implementation of college goals and objectives as well as operations policies and procedures; and

ARTICLE III. MEMBERS AND MEMBERSHIP Section 1. Membership.

Section 3. Attendance at all Meetings.

Local Board members shall attend all meetings unless prevented from doing so by disability or other causes beyond their control. Members who are unable to attend at least 75% of the regularly scheduled meetings during a fiscal year should consider resignation from the Local Board. No person may attend any meeting of the Local Board as a substitute for any Local Board member; and no person except a regular member of the Local Board shall be entitled to vote in determining the action of the Local Board at any time.

Section 4. Regular Meetings.

Section 5. Special Meetings.

Special meetings of the Local Board may be called by the Chairperson. Anotice of the special meeting must be made available to the public in accordance with Open and Public Meetings Laws. Business transacted at a special meeting will be confined to the purposes stated in the call for the meeting and shall in all other ways be conducted in conformance with the law. A summary will be prepared and distributed as described in Section 4.

Section 6. Committee Meetings.

Committees shall meet at the direction of the Chairperson of the Local Board or on call of the committee chairperson. Members participating via teleconference will not be counted towards the physical quorum. Augusta Technical College Board of Directors will serve on one of three committees that meet bi-annually in March and October:

Education & Training
Finance/Operations Committee
Enrollment/Marketing Committee

Section 7. Quorum.

At all meetings of the Local Board, a majority of the full membership of the Local Board shall constitute a quorum for the transaction of business. The action of a majority of the members of the Local Board present at any meeting shall be the action of the Local Board, except as may be otherwise provided by these by-laws. Members participating via teleconference are to be counted present and may contribute to the quorum.

Section 8. Public Meetings and Executive Session.

All meetings of the Local Board shall be open to the public except as provided for in Section 9 of this Article.

Section 9. Closed Sessions

- (a) When any meeting is closed to the public based on majority vote of a quorum present for the meeting, the specific reasons for such closure shall be entered upon the official minutes. The minutes shall reflect the names of the members present and the names of those voting for closure, and that part of the minutes shall be made available to the public as any other minutes. Where a meeting of an agency is devoted in part to matters within the exceptions provided by law, any portion of the meeting not subject to any such exception, privilege, or confidentiality will be open to the public, and the minutes of such portions not subject to any such exception will be taken, recorded, and open to public inspection as provided in subsection (e) of Code Section 50-14-1.
- (b) When any meeting of an agency is closed to the public pursuant to subsection (a) of O.C.G.A. § 50-14-4, the person presiding over such meeting and each member of the Local Board in attendance will execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception.
- (c) Executive sessions may be called by the board respecting confidential information, such as authorization of a settlement; authorization of the purchase, disposal or lease of property; personnel matters and other exceptions as defined in O.C.G.A. § 50-14-3 and O.C.G.A. § 50

Section 4. Local Board Actions.

The Local Board will generally consider action on matters brought to its attention only after referring such matters to technical college staff for appropriate analysis and recommendations. Such staff analyses should be brief, with supporting information appended as necessary. The staff analyses shall include a statement of the issue and its implications, a description of the practical alternatives with associated advantages and disadvantages, and a recommendation. Whenever possible, such staff analyses will accompany the agenda for the meeting at which the matter is to be considered.

ARTICLE VII. APPEARANCE BEFORE THE LOCAL BOARD

Individuals or groups wishing to appear before the Local Board must make their request in writing to the President at least ten (10) days in advance of the meeting. The Chairperson at his or her discretion may approve the request and allot a reasonable time for presentation.

However, the Chairperson, without opposition, or the Local Board by majority vote, may recognize unscheduled appearances before the Local Board by individuals or groups. The Chairperson will limit the time for presentations as necessary to maintain the timely and efficient conducting of business by the Local Board.

ARTICLE VIII. METHOD OF AMENDING THE BY-LAWS

Section 1. Method.

These by-laws may be amended by the Local Board with the approval of the State Board. Proposed amendments will be distributed to each member of the Local Board and to the TCSG System Office at the meeting immediately preceding the one at which the amendment will be considered.

Amendments to the Local Board by-laws shall require approval by at least a two-thirds vote of the $\$ CE [• u u CE•X dZ $\$ } % š u v u v š Á] o o š Z v white NOTA with normally consider the proposed amendment at its next regularly scheduled meeting. State Board approvals will require a majority vote of its members.

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Section 2. Effective Date.

Amendments will be effective immediately upon approval by the State Board unless otherwise indicated.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 t Powers of the Board O.C.G.A. § 20-4-14 t TCSG Powers and Duties O.C.G.A. § 50-14-1 thru O.C.G.A. § 50-14-6 O.C.G.A. § 50-1-5