

NEW JERSEY COUNCIL OF COUNTY COLLEGES BYLAWS

ARTICLE I - NAME

The organization shall be known as the New Jersey Council of County Colleges (“the Council”) as established under Article 2 of N.J.S. 18A:64A.

ARTICLE II - PURPOSE

The purpose of this Council will be to engage in activities for the advancement of the community colleges of New Jersey and to perform certain sector coordinating responsibilities as required by New Jersey statutes. The Council shall have perpetual succession and shall have the following powers and responsibilities:

- a) Governmental Relations - to act as an advocate and promote the advancement of the community colleges of New Jersey to legislators, legislative groups, the Governor's Office, and other state departments and groups involved in the legislative process;
- b) Liaison with State Agencies and Other Organizations - to act as an advisory body to the Governor, Legislature, Commission on Higher Education, Presidents' Council and other state and federal organizations in carrying out their respective duties and responsibilities pertaining to community colleges, including but not limited to admissions policy, academic standards, programs, financing, and community relations, in accordance with the provisions of N.J.S. 18A:64A-29;
- c) Community College Funding - to work with the Governor's Office, the Legislature, the Commission on Higher Education, the Presidents' Council, and other groups to obtain adequate state funding for community college operations and capital projects;
- d) Public Relations - to develop a positive statewide image of community colleges through publications, press releases, media relations, and other information services;
- e) Economic Development and Job Training - to facilitate and promote the role of community colleges as a primary delivery system for job training in support of economic development in New Jersey, and to develop systems for delivery of workforce training;
- f) Research - to offer services and act as a resource and information center for community colleges, and to conduct research and data gathering projects as needed.

- g) Education - to conduct orientation programs for members of the Council and educational programs for trustees and administrators of community colleges;
- h) New Programs - to coordinate the sharing of information about program proposals by community colleges for new associate degrees and certificates;
- i) State Budget Requests - to submit to the State Treasurer annual budget requests for State support of community colleges, in accordance with the provisions of N.J.S. 18A:64A-22;
- j) State Funding Formula - to recommend to the State Treasurer a formula for the allocation among the community colleges of annual appropriations made by the State to support community colleges, in accordance with the provisions of N.J.S. 18A:64A-22;
- k) Capital Funding Allocations - to recommend to the State Treasurer the allocation among the community colleges of capital funding provided by the State to support community colleges, in accordance with the provisions of N.J.S. 18A:64A-22;
- l) Course Review - to recommend to the State Treasurer the eligibility of credit courses for state funding purposes;
- m) to maintain an office at such place or places in the state as it may designate;
- n) to sue and be sued in its own name;
- o) to acquire, hold, and dispose of real and personal property in the exercise of its power;
- p) to employ an Executive Director of the Council and to fix the terms and conditions of the employment of the Executive Director. The Executive Director shall also be appointed as President of the Council. The Executive Director shall serve at the pleasure of the Council.
- q) to promote diversity of development among community colleges in ways that will be responsive to the particular needs of the particular counties, and the state's diverse population and regions;
- r) to make appointments that are representative of community colleges;
- s) to approve an annual Council operating budget;
- t) to take all actions consonant with and authorized by the provisions of N.J.S. 18A:64A Article 2; and

- u) to adopt, amend, and repeal bylaws or policies for the governance of the Council and its staff as necessary to carry out the foregoing purposes.

ARTICLE III - MEMBERSHIP

Section 1. Statutory Membership

The Council shall consist of the presidents and chairs of the boards of New Jersey's community colleges. A trustee board Chair may designate another member of the board as an alternate to attend and to vote at Council meetings in the Chair's absence. The person designated to attend and vote at a meeting of the Council as the alternate for the Chair of a member college board of trustees shall be recorded in the minutes of the meeting.

Section 2. Council Member Expense Reimbursement

Members shall serve without compensation but shall be entitled to reimbursement for all reasonable and necessary expenses incurred in order to carry out duties assigned by the Council. Travel expenses to attend meetings of the Council or meetings of Council committees shall not be reimbursable by the Council.

Section 3. Quorum

A simple majority of the voting members of the Council, including those participating by telephone conference call, shall constitute a quorum for the transaction of business. If the voting members present or participating by telephone conference do not constitute a quorum, the Council members present at any meeting may adjourn any meeting from time to time until such a quorum shall be present.

Section 4. Voting Membership

In the deliberations of the Council each community college shall have two (2) votes, one (1) for the president and one (1) for the college's trustee representative on the Council. All questions coming before the Council shall be determined and decided by a majority vote of those voting members present at, or participating by telephone conference in, the meeting, unless otherwise stipulated in these bylaws. Abstentions shall not be counted as a vote, and abstentions shall be recorded as "not voting".

ARTICLE IV - OFFICERS

Section 1. Nomination and Election

In September of each year, the Council Chair shall appoint a nominating committee consisting of three (3) trustee members not currently serving as Officers of the Council. The nominating committee shall select nominees from among the trustee members of the Council for the offices

of Chair and Vice Chair and two trustees for the position of At-Large Members of the Executive Committee. The names of the nominees for these offices and positions shall be presented to the full Council for election at the annual reorganization meeting. Additional nominations may be made from the floor by the membership. Election shall be by a majority of members present and voting. The community college presidents shall select nominees from among the presidents for the offices of Treasurer, Secretary, and Assistant Secretary. The nominees for these offices shall be presented to the full Council for election at the annual reorganization meeting.

Section 2. Terms

The Chair, Vice Chair, Secretary, Assistant Secretary, and Treasurer shall be elected for one (1) year terms. No officer shall be eligible to serve more than three (3) consecutive terms in the same office except as provided in this section. A Chair who has served three (3) consecutive one year terms in that office shall be eligible to be elected to complete the one year term of his or her successor as Chair if the successor Chair is unable to complete serving his or her initial one year term. The officers shall take office at the annual reorganization meeting and shall serve until their successors are elected and installed. Vacancies shall be filled by membership vote for the balance of the unexpired terms.

Section 3. Removal

Any officer may, upon two (2) weeks notice, be removed from office by a majority of the voting membership, whenever the Council determines that removal is in the best interest of the Council.

ARTICLE V - DUTIES OF OFFICERS

Section 1. Chair

The Chair shall be a trustee and shall, when present, preside at all meetings of the Council and discharge the duties that ordinarily pertain to that office. The Chair shall be a member of all committees, and shall be entitled to vote at all meetings of the Council and of all its committees. The Chair shall sign and execute all reports, documents, or contracts authorized by the Council when applicable law or document requires execution by the Chair for and on behalf of the Council. Unless otherwise provided in these bylaws, or otherwise determined by the Council, the Chair shall appoint all standing committees described in these bylaws and such other special, ad hoc, or advisory committees as may be necessary to carry out the objectives of the organization.

Section 2. Vice Chair

The Vice Chair shall be a trustee and shall preside over the meetings of the Council in the absence of the Chair. If neither of the above is present, the Immediate Past Chair shall preside. In the event that the Chair is incapacitated or unavailable, the Vice Chair shall be Acting Chair until the Chair resumes the office and shall discharge the duties of the Chair. The Vice Chair shall exercise such other powers and duties as may be delegated by the Chair.

Section 3. Secretary

The Secretary shall cause to be recorded all votes and minutes of all Council proceedings. The Secretary shall give or cause to be given notice of all meetings of the Council, and shall attest to the execution of documents requiring the attestation of the Secretary to the signature and authority of another officer.

Section 4. Assistant Secretary

The Assistant Secretary shall have and exercise all of the powers and duties of the Secretary in the case of the absence or inability to act of the Secretary, and shall perform such other duties as may be prescribed, from time to time, by the Council.

Section 5. Treasurer

The Treasurer shall have general supervision over the care and custody of all funds and securities of the Council. The Treasurer shall cause all funds or securities of the Council to be deposited and held in the name of the Council in banks or other institutions as the Council may from time to time designate. The Treasurer shall see that necessary and appropriate internal accounting and financial reporting systems are implemented in accordance with applicable laws and generally accepted accounting principles. The Treasurer shall cause annual financial and audit reports to be rendered to the Council and any other financial reports as the Council may be required to render by law or by rules and regulations.

Section 6. Executive Director/President

The Executive Director/President shall be the chief executive officer of the Council. The Executive Director/President shall be responsible for the administration of all Council activities and shall promote the educational quality of community colleges in conjunction with the community college presidents. The Executive Director/President shall represent the Council before administrative and legislative bodies. Within the funding authorized in the operational budget adopted by the Council, the Executive Director/President shall employ and supervise the staff required to conduct the activities of the Council, including the authority to discharge or discipline staff.

ARTICLE VI - COMMITTEES

Section 1. Standing Committees

The Council shall have six (6) standing committees known as the Executive Committee, the Legislative Committee, the Finance Committee, the Facilities Committee, the Academic Affairs Committee, and the Course Review Committee. Membership of each standing committee shall consist of the Chair and at least four other members. Each college will be offered membership on at least one standing committee. All Council members will be provided with a list of the

membership and chairs of all standing committee and other committees established by the Council. Chairs of standing committees shall normally be rotated at least every three years unless the Chair of the Council deems it in the best interest of the Council to extend the appointment of the current standing committee Chair. Committee meetings may be held by telephone conference if deemed appropriate.

Section 2. Executive Committee

The Executive Committee shall consist of seven (7) members – four (4) trustees and three (3) community college presidents as follows:

The four trustee members of the Executive Committee shall be the Council Chair, Vice Chair, and the two Trustees-at-Large elected at the annual reorganization meeting of the Council.

The three president members of the Executive Committee shall be the Secretary, Assistant Secretary, and Treasurer.

The duties of the Executive Committee are as follows:

- a) the Executive Committee shall represent the Council of County Colleges in meetings with the Commission on Higher Education and its staff. Courses of action and other recommendations developed through meetings with the Commission and its staff shall be reported to the full Council at its next meeting;
- b) in the interim between meetings of the Council, the Executive Committee may implement (i) actions previously authorized by the Council, (ii) policies and positions previously adopted or endorsed by the Council, or (iii) emergent measures if deferral to the next scheduled meeting of the Council would be detrimental to the purposes or operation of the Council. Actions taken by the Executive Committee shall be reported to the Council by distribution of Executive Committee minutes prior to the next Council meeting;
- c) the Executive Committee shall review state budget recommendations developed by the Finance Committee and present for approval by the Council annual budget requests for State operating aid to community colleges. If individual community colleges are faced with urgent financial circumstances, they are encouraged to communicate their situation to the Executive Committee. The Executive Committee will then assess these special needs requests. If there is agreement that a special need exists, the Executive Committee will recommend that the Council actively support and advocate for the special needs of any one of its members. If the Executive Committee concludes that the special need cannot be fully supported and the Council concurs, the Council will not engage in advocacy efforts on behalf of that special need;

- d) the Executive Committee shall review the annual funding formula developed by the Finance Committee and present for approval by the Council a formula for allocation among the community colleges of annual appropriations made by the State to support community colleges;
- e) the Executive Committee shall review the annual capital budget recommendation developed by the Facilities Committee and present for approval by the Council requests for state capital funding to community colleges;
- f) the Executive Committee shall review capital funding allocations recommended by the Facilities Committee and present for approval by the Council recommendations for allocation among the community colleges of State capital funding;
- g) the Executive Committee shall develop and recommend an annual Council operating budget for approval by the Council;
- h) the Executive Committee may hear appeals of decisions made by the Course Review Committee. Decisions by the Executive Committee in such matters are then final;
- i) the Executive Committee shall fix the time and place of regular meetings of the Council; and
- j) the Executive Committee shall annually evaluate the performance of the Executive Director/President and provide the Council members with a synopsis of the evaluation, any recommended changes in the compensation or terms and conditions of employment of the Executive Director/President, and the basis for the recommendation.

The Executive Committee shall meet monthly except for the month of August. Special meetings of the Executive Committee may be called by the Chair or by two (2) members of the Executive Committee.

Section 3. Legislative Committee

The Chair of the Legislative Committee shall be a trustee.

The duties of the Legislative Committee are as follows:

- a) the Legislative Committee shall keep the Council informed of all legislative matters impacting community colleges, and shall propose legislation that will enhance the effectiveness and efficiency of community colleges; and

- b) the Legislative Committee shall review all legislation affecting community colleges and recommend as appropriate a Council position of support, support with amendments, oppose, or monitor.

A meeting of the Legislative Committee may be called by the Chair, or by two (2) members of the Legislative Committee; and

Section 4. Finance Committee

The duties of the Finance Committee are as follows:

- a) the Finance Committee shall review finance policy issues affecting community colleges including state funding, county funding, and tuition policies;
- b) the Finance Committee shall develop and recommend for adoption an annual budget request for State aid to community colleges. The recommendation will be for one line item in the State Budget for state aid to community colleges. The committee's recommendation will be forwarded to the Executive Committee for review and comment and then will be transmitted to the full Council for final action; and
- c) the Finance Committee shall develop and recommend for adoption a formula for the allocation among the community colleges of annual appropriations made by the State to support community colleges. The committee's recommended formula will be forwarded to the Executive Committee for review and comment and then will be transmitted to the full Council for final action;

A meeting of the Finance Committee may be called by the Chair, or by two (2) members of the Finance Committee;

The Business Operations Affinity Group will appoint three of their members to serve as advisors to the Finance Committee.

Section 5. Facilities Committee

The duties of the Facilities Committee are as follows:

- a) the Facilities Committee shall review facilities policy issues affecting community colleges including Chapter 12 funding and higher education bond proposals;
- b) the Facilities Committee shall develop and recommend the annual budget request for State capital funding to community colleges. The committee's recommendation will be forwarded to the Executive Committee for review and comment and then will be transmitted to the full Council for final action; and

- c) the Facilities Committee shall develop allocations among community colleges of capital funding provided by the State to support community colleges. The committee's recommended allocation will be forwarded to the Executive Committee for review and comment and then will be transmitted to the full Council for final action.

A meeting of the Facilities Committee may be called by the Chair, or by two (2) members of the Facilities Committee;

The Business Operations Affinity Group will appoint three of their members to serve as advisors to the Facilities Committee.

Section 6. Academic Affairs Committee

The duties of the Academic Affairs Committee are as follows:

- a) the Academic Affairs Committee shall review academic policy issues affecting community colleges;
- b) as community colleges propose new associate degree and certificate programs and seek collegial advice from other community colleges, the Academic Affairs Committee shall coordinate the sharing of information about these new program proposals among the 19 community colleges; and
- c) if there are objections to new program proposals, the Academic Affairs Committee will facilitate attempts to resolve these objections.

A meeting of the Academic Affairs Committee may be called by the Chair, or by two (2) members of the Academic Affairs Committee;

The Academic Affairs Affinity Group will appoint three of its members, and Student Services Affinity Group and Institutional Research Affinity Group will each appoint one of their members, to serve as advisors to the Academic Affairs Committee.

Section 7. Course Review Committee

The duties of the Course Review Committee are as follows:

- a) the Course Review Committee shall review each credit course for use in implementing the state funding formula for community colleges; and

A meeting of the Course Review Committee may be called by the Chair, or by two (2) members of the Course Review Committee;

The Academic Affairs Affinity Group and the Business Operations Affinity Group will each appoint three of their members to serve as advisors to the Course Review Committee. These advisors and the presidents serving on the Course Review Committee will do the actual work of reviewing credit courses. The Chair of the Course Review Committee will provide a report of the Committee's review of all credit courses to the Executive Committee. Decisions by the Course Review Committee may be appealed to the Executive Committee.

ARTICLE VII – COUNCIL MEETINGS

Section 1. Annual

The annual reorganization meeting of the Council shall be held between the third Monday in November and December 15 at a time and place determined by the Executive Committee.

Section 2. Regular

The Council shall meet at least quarter annually at a place and time to be determined by the Executive Committee.

Section 3. Special

Upon three (3) business days' notice special meetings (i) may be called by the Chair or (ii) shall be called by the Chair at the written request by eight (8) members of the Council. Public advance notice of special meetings shall be given in the manner required by N.J.S.A. 10:4-8(d). A special meeting is a meeting not listed as a regular meeting in the annual organizational resolution. The agenda of the special meeting shall be limited to the items listed in the call of the meeting.

Section 4. Emergency

An emergency meeting may be called by the Chair or Executive Director with notice given as soon as possible following the calling of such meeting in the manner required by the Open Public Meetings Act, provided that three-quarters (3/4) of the members present at the meeting affirmatively vote to hold the meeting notwithstanding the failure to provide adequate notice. Emergency meetings shall be limited to discussion of and action upon matters of such urgency and importance that a delay for purpose of providing adequate notice would likely result in substantial harm to the public interest, and the resolution to hold the emergency meeting determines that the Council could not reasonably have foreseen the need for the meeting at a time when adequate notice could have been provided, or that the Council failed to provide adequate notice.

Section 5. Resolutions

Resolutions to be considered or acted upon, that are unrelated to a matter listed on the meeting agenda, should be made available to Council members no later than three (3) business days prior to the Council meeting except as otherwise provided in Section 6.

Section 6. Emergency Resolutions

Emergency resolutions may be considered at a regular meeting of the Council by a finding and vote of at least one-half (1/2) of the members present at the Council meeting that (i) the matter is of such urgency and importance that a delay for the purpose of complying with Section 5 above would be likely to result in substantial harm to the public interest, and (ii) the Council could not reasonably have foreseen the need to consider the matter more than three business days prior to the Council meeting.

Section 7. Committee Reports

At the Council meetings, the agenda shall include a call by the Chair for reports from any standing committees desiring to present reports to the Council.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws, state regulations, state statutes, or any special rules the Council may adopt.

ARTICLE IX - MEMBERSHIP DUES

For purposes of defraying the expenses of the Council, the community colleges shall pay the necessary expenses by the members, and shall appropriate annually such sums for dues as may be assessed by the Council. At least sixty (60) days advance written notice shall be given to each community college of the date of the meeting at which the assessment of membership dues will be voted upon. The assessment shall be made only upon a two-thirds (2/3) vote of the membership present at the meeting held pursuant to the sixty (60) day advance notice. . Dues shall be assessed upon a flat fee and a graduated scale according to the full-time equivalent enrollment of each community college.

ARTICLE X – INDEMNIFICATION

Whenever any claim is made or a civil action is brought against a member or officer of the Council for any act or omission arising out of and in the course of the performance of the duties as a member or officer of the Council, the Council shall defray all costs of defending against the claim or action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and the Council shall indemnify and save harmless and protect such person from any resulting financial loss, except that the foregoing indemnification shall exclude any claim,

liability, or expense determined by a court of competent jurisdiction to have arisen from the willful misconduct or unethical conduct of the Council member or officer.

ARTICLE XI - AMENDMENTS

These bylaws may be amended at any regular meeting of the Council by a majority of the authorized voting membership. Amendments must be presented to the membership, in printed form, ten (10) days in advance of the meeting at which the vote will be taken on the amendments.

May 3, 1988
September 20, 1993
December 7, 1994
June 12, 1996
February 10, 1997
January 13, 1998
September 30, 2002
June 21, 2007
November 22, 2010
February 27, 2012
November 17, 2014
March 7, 2018