

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington

BOARD OF TRUSTEES

(name of governing body)

BELLEVUE COMMUNITY COLLEGE - COMMUNITY COLLEGE DISTRICT VIII

(name of institution)

Resolution No. 116

Administrative Order No. 61

(1) Be it resolved by the board of Trustees

Bellevue Community College - Community College District VIII

(institution)

Bellevue Community College, 3000 Landerholm Circle S.E., Bellevue WA 98007

(place)

that it does promulgate and adopt the annexed rules relating to:

REPEALING: Chapter 132H-104 Bylaws and Standing Orders of Governing Boards

ADOPTING: Chapter 132H-105 Bylaws and Standing Orders of the Board of Trustees of Community College District VIII

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 78-08-100 with the code reviser on 8-1-78. Such rules shall take effect:

pursuant to RCW 28B.19.050(2). at a later date, such date being _____.

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, _____, find that an emergency exists and that the foregoing order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040¹ that each order shall set forth an appropriate statement of state statutory authority (fill in statement (a), (b), or (c) as appropriate):

(a) This rule is promulgated pursuant to RCW _____ and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW _____ which directs that the

(institution)

has authority to implement the provisions of

(name of act or RCW citation)

X (c) This rule is promulgated under the general rule-making authority of the Bellevue Community College - Community College District VIII

(institution)

as authorized in RCW 28B.50.140

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the Code Reviser's Office to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED September 7, 1978

SEP 13 1978

By Thomas E. O'Connell Secretary, Board of Trustees

Title

[Form CR-10: Effective 12/1/77]

CODE REVISER'S OFFICE WSR 78-10-017

STATE OF WASHINGTON FILED

8011

¹Pursuant to WAC 13.040, each rule making order adopted by an institution of higher education shall incorporate the most specific, but in no case omit all of the following language alternatives when adopting or amending rules:

(a) The most specific reference shall be to a section of law which the rule is implementing, and shall be quoted as follows: "This rule is promulgated pursuant to RCW _____ and is intended to administratively implement that statute."

(b) The next specific reference, and one which shall be used only if paragraph (a) of this subsection is not applicable, shall be to that portion of an act which directs an agency to adopt rules and regulations as necessary to implement the act, and shall be quoted as follows: "This rule is promulgated pursuant to RCW _____ which directs that the (agency) has authority to implement the provisions of (name of act or RCW citation)."

(c) The least specific reference, and one which shall be used only if paragraphs (a) and (b) of this subsection are not applicable, is one which indicates that the rule is promulgated under the agency's broad rule-making authority - either in the agency enabling legislation or chapter 34.04 RCW, and shall be quoted as follows: "This rule is promulgated under the general rule-making authority of the (agency) as authorized in RCW _____."

STATE OF WASHINGTON
COMMUNITY COLLEGE DISTRICT VIII
BOARD OF TRUSTEES

RESOLUTION NO. 116

Administrative Order No. 61

A RESOLUTION relating to the repealing of Chapter 132H-104 Bylaws and Standing Orders of Governing Boards and the adoption of Chapter 132H-105 Bylaws and Standing Orders of the Board of Trustees of Community College District VIII.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON.

Chapter 132H-104 Bylaws and Standing Orders of Governing Boards is hereby repealed.

Chapter 132H-105 Bylaws and Standing Orders of Community College District VIII is hereby adopted.

APPROVED AND ADOPTED _____ September 7 _____, 1978.

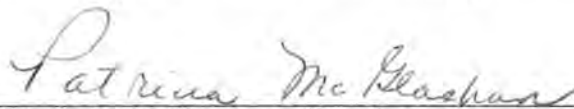
BOARD OF TRUSTEES



Claire Thomas, Chairman



Mary McKinley, Vice-Chairman



Patricia McGlashan, Trustee

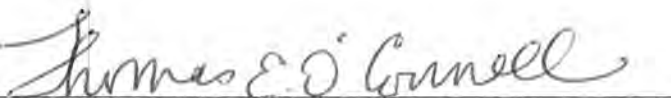


Delores E. Teutsch, Trustee



Neil L. McReynolds, Trustee

ATTEST:



Thomas E. O'Connell
Secretary, Board of Trustees

Chapter 132H-105
BYLAWS AND STANDING ORDERS
OF
COMMUNITY COLLEGE DISTRICT VIII

NEW SECTION

WAC 132H-105-010 INTRODUCTION. The Board of Trustees, under law, is charged with the responsibility of Community College District VIII. The authority is vested in the Board, not in its individual board members. To assist the Board in carrying out its responsibilities, an Executive Officer of Community College District VIII and President of Bellevue Community College shall be employed with the delegated responsibility for administering the policies of the District as approved by the Board.

Policies of the Board of Trustees are found in the records of Board action and in the Policies and Procedures Manual of which this document is a part. The bylaws which follow contain the rules adopted by the Board which are in force and which relate to the organization and powers of the Board and its method of conducting business.

NEW SECTION

WAC 132H-105-020 OFFICES OF THE BOARD OF TRUSTEES. The Board of Trustees shall maintain an office at Bellevue Community College, 3000 Landerholm Circle S.E., Bellevue, Washington 98007, where all regular meetings shall be held, unless otherwise announced, and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any resident taxpayer of the state of Washington.

Correspondence or other business for the Board shall be sent to the Secretary of the Board who is located in this office.

NEW SECTION

WAC 132H-105-030 MEETINGS OF THE BOARD OF TRUSTEES. The Board of Trustees of Community College District VIII shall hold at least two regular meetings each quarter and such other regular or special meetings as may be requested by the Chairman or by a majority of the members of the Board.

Therefore, the Board of Trustees will hold a regular meeting on the first Tuesday of each month. The meeting will begin at 12 noon in the Bellevue Campus Cafeteria, with a discussion of agenda items, and at 1:30 p.m. in the Board Room, Bellevue Campus, Bellevue, Washington, for a business session. (1) If that day is a legal holiday, the meeting will be held as soon thereafter as possible.

(2) In the event the Board of Trustees of Community College District VIII is unable to meet on the regular meeting date, a special meeting may be scheduled and held as soon thereafter as possible.

(3) In the event the Board of Trustees of Community College District VIII is unable to meet, the Chairman of the Board may order that no regular meeting of the Board of Trustees be held that month.

(4) All regular and special meetings of the Board of Trustees shall be open to the general public in accordance with RCW 42.30 (The Open Public Meeting Act).

(5) No official business shall be conducted by the Board of Trustees except during a regular or special meeting.

(6) The Board of Trustees may convene in executive session whenever it is deemed necessary pursuant to RCW 42.30.110.

NEW SECTION

WAC 132H-105-040 AGENDA. (1) Preparation of Information. Information and materials pertinent to the agenda of all regular meetings of the Board should when possible be sent to Trustees prior to each meeting. Persons wishing to recommend items for the agenda or present any matters of business or correspondence shall notify the Secretary of the Board, in writing, by 12 noon, five days prior to the meeting at which they desire to have the item considered. The Chairman shall determine whether or not an item is placed on the agenda. The Chairman will notify all other Board members if he rejects an item suggested to be placed on the agenda. The Chairman or Secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in his judgment the matter is of importance.

Reports to the Board will include provision for reports by students, faculty and classified employees.

All materials to be considered by the Board must be submitted in sufficient quantities to provide each member of the Board and the Secretary with appropriate copies.

(2) Order of the Agenda. The order of the agenda governing all regular meetings of the Board of Trustees of Community College District VIII shall be as follows: (a) Roll Call

- (b) Approval of Previous Minutes
- (c) Executive Session
- (d) Recommendations for Action of the Board
- (e) Reports to the Board
- (f) Information Items
- (g) Other Business
- (h) Adjournment

The order of the agenda may be changed by the Chairman with the consent of a majority of the Board members present.

The Chairman shall announce at the beginning of each meeting that members of the audience may speak to any item on the agenda at the time of its presentation. The Chairman shall have the right to limit the length of time used by a speaker for the discussion of any subject.

NEW SECTION

WAC 132H-105-050 RECORDS OF BOARD MEETINGS. The minutes of all regular and special meetings, except executive sessions of the Board, shall be recorded and such records shall be open for public inspection.

NEW SECTION

WAC 132H-105-060 PARLIAMENTARY PROCEDURE. Three members of the Board of Trustees shall constitute a quorum and no action shall be taken by less than a majority of the trustees of the Board in accordance with RCW 28B.50.130.

Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the Board for purposes of the record.

In questions of parliamentary procedure, the actions of the Board shall be conducted according to Robert's Rules of Order unless specified otherwise by State Law or Regulation of the State Board or Community College District VIII Board of Trustees.

NEW SECTION

WAC 132H-105-070 OFFICERS OF THE BOARD. At the meeting of the Board in April the Board shall elect from its membership a Chairman and Vice-Chairman to serve for the ensuing year. In addition, the President of Bellevue Community College or the President's designee shall serve as Secretary to the Board of Trustees as specified by State Law. (1) The Chairman, in addition to any duties imposed by rules and regulations of the State Board, shall preside at each regular or special meeting of the Board, sign all legal and official documents recording actions of the Board, and review the agenda prepared for each meeting of the Board. The Chairman shall, while presiding at official meetings, have full right of discussion and vote

(2) The Vice-Chairman, in addition to any duties imposed by rules and regulations of the State Board, shall act as Chairman of the Board in the absence of the Chairman.

(3) The Secretary of the Board or the President's designee shall serve as Chairman, without privilege of vote, in any official meeting of the Board conducted in the absence of the Chairman and Vice-Chairman. In addition to any duties imposed by rules and regulations of the State Board, the secretary shall keep the official seal of the Board, maintain all records of meetings and other official actions of the Board.

The Secretary or the President's Designee shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

The Secretary or the President's designee must attend all regular and special meetings of the Board and official minutes must be kept of all such meetings.

NEW SECTION

WAC 132H-105-090 RESTRICTIONS OF INDIVIDUAL AUTHORITY. Legal authority is vested in the Board of Trustees and may be exercised by formal action of the Board taken in regular or special meetings by the President or his designee pursuant to delegated authority. No individual member of the Board may act on behalf of the Board unless specifically instructed by action of the Board. Every member of the Board shall be under obligation to support the decision or policy of the majority and shall not actively oppose such a decision or policy after it has been adopted by the majority.

NEW SECTION

WAC 132H-105-100 FISCAL YEAR OF THE BOARD OF TRUSTEES. The fiscal year of the Board shall conform to the fiscal year of the state of Washington and shall be from July 1 to June 30 inclusive.

NEW SECTION

WAC 132H-105-110 SEAL AND NAME OF THE COLLEGE. The Board of Trustees of Community College District VIII shall maintain an official seal for use upon any or all official documents of the Board. The seal shall have inscribed upon it the name of the college which shall be: Bellevue Community College, Community College District VIII.

NEW SECTION

WAC 132H-105-120 DELEGATION OF RESPONSIBILITY. It shall be the responsibility of the Board of Trustees to establish policy and to evaluate the total college program. The Board of Trustees shall appoint a College President to administer the College and shall delegate to him the authority and responsibility for implementation of Board policy.

NEW SECTION

WAC 132H-105-130 APPOINTING AUTHORITY. The Board of Trustees of Community College District VIII, pursuant to RCW 28B.10.528 and RCW 28B.50.140, delegates to the President of Bellevue Community College the appointing authority for all non-classified employees of the college.

NEW SECTION

WAC 132H-105-140 DELEGATION OF AUTHORITY FOR HIGHER EDUCATION PERSONNEL LAW - CLASSIFIED PERSONNEL. Be it resolved that the President or his designee, the Executive Assistant to the President and Director of Personnel, is hereby delegated the power and duty of the Board of Trustees to act in its behalf as the appointing authority of the college for the purpose of the Higher Education Personnel Law. This delegation shall include but not be limited to the authority to employ, dismiss, suspend, demote, lay off, reassign or accept the resignations of members of the classified staff. In addition, the President or his designee, the Executive Assistant to the President and Director of Personnel, is hereby delegated such authority as is necessary to effectuate the administration of the classified personnel; provided that all contracts between recognized bargaining agents of classified personnel and Bellevue Community College shall be valid only after those contracts have received the approval of the Board of Trustees. The President of the college or his designee, the Executive Assistant to the President and Director of Personnel, may be delegated the authority to negotiate on behalf of the Board of Trustees, but in no event shall the President or his designee, the Executive Assistant to the President and Director of Personnel, be authorized to bind contractually the college in any agreement with a recognized bargaining agent of the classified staff.

NEW SECTION

WAC 132H-105-150 WRITTEN CONTRACTS. No full-time teacher, counselor, librarian or administrator shall be employed, and no teacher, counselor, librarian or administrator shall be employed in a different position from his present position, except by written contract or notice of employment signed by the proper appointing authority.

The President of Bellevue Community College may grant signing authority to the Director of Personnel for the purpose of consummating employment agreements for part-time employees.

NEW SECTION

WAC 132H-105-160 TENURE. The Board of Trustees of Community College District VIII reserves to itself the final determination of the granting of tenure to any academic employee of the district; the dismissal of a tenured academic employee; or the dismissal of a probationer during the term of his contract, pursuant to the policies of the Board of Trustees and the laws of the state of Washington.

NEW SECTION

WAC 132H-105-170 BYLAWS OF THE BOARD OF TRUSTEES. Bylaws of the Board may be revised by majority vote of the Board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the Board at the same meeting at which the revision is originally proposed.

REPEALER

The following sections of the Washington Administrative Code are repealed:

(1) WAC 132H-104-010 through WAC 132H-104-150 BYLAWS AND STANDING ORDERS OF GOVERNING BOARDS.