

## WYOMING COMMUNITY COLLEGE COMMISSION

### BY-LAWS

(Adopted October 26, 2001)

#### ARTICLE I - NAME

Section 1: Per W.S. 21-18-201, the name of the body shall be the Wyoming Community College Commission.

#### ARTICLE II - MISSION

Section 1: The mission and purpose of the Commission is to provide coordination, advocacy, and accountability for the Community College System on behalf of the State of Wyoming.

#### ARTICLE III - COMMISSIONERS

Section 1: Commissioners are appointed by the Governor in accordance with the provisions of W.S. 21-18-201.

Section 2: The Governor and the State Superintendent of Public Instruction or their designees are ex-officio nonvoting members of the Commission.

Section 3: Any Commissioner who does not attend at least fifty percent of scheduled Commission meetings during any year commencing from the date of appointment is automatically removed from office.

#### ARTICLE IV - OFFICERS

Section 1: The officers of the Commission shall be a Chair and a Vice-chair.

Section 2: It shall be the duty of the Chair to preside at all meetings of the Commission, to regularly consult with and provide direction to the Executive Director of the Commission, and to serve as the signatory authority for legal documents or specific correspondence of the Commission.

Section 3: It shall be the duty of the Vice-chair to preside at all meetings in the absence of the Chair or to assume the duties of the Chair in the event that the Chair is unable to act for any reason.

#### ARTICLE V - STAFF

Section 1: Under the provision of W.S. 21-18-202(c)(iii), the Commission shall appoint an Executive Director who shall perform duties as prescribed by the Commission.

Section 2: The Executive Director may hire such staff as required to carry out this act as approved by the Commission subject to legislative budget authorization.

#### ARTICLE VI - COMMITTEES

Section 1: Standing Committee: The Strategic Planning and Finance Committee meets at least twice a year and makes recommendations to the Commission on issues related to strategic planning and fiscal affairs.

Section 2: Standing Committee: The Legislative Relations Committee meets at least twice a year and makes recommendations to the Commission for the agenda and strategy utilized in Legislative communications.

Section 3: Ad hoc committees for special purposes and of limited duration may be appointed by the Chair.

#### ARTICLE VII - MEETINGS

Section 1: The Commission shall meet at least quarterly.

#### ARTICLE VIII - ELECTIONS

Section 1: Officers of the Commission shall be elected by the membership for two-year terms at the first meeting after March 1 of each odd-numbered calendar year.

#### ARTICLE IX - PARLIAMENTARY RULES

Section 1: The Simplified Robert's Rules of Order shall be the governing authority of the Commission in all cases not provided for by its Articles or By-laws.

#### ARTICLE X - AMENDMENTS

Section 1: These By-laws may be amended by a two-thirds vote of the Commissioners voting, following a discussion of the proposed changes, provided at least two weeks written notice of the proposed changes has been given before the meeting.