

Manatee Technical College Board of Governors Bylaws

Article I Name and Purpose

Section A

The official name of this body shall be the Manatee Technical College Board of Governors.

Section B

The Board of Governors shall exist only during such times as it may be authorized by the School Board of Manatee County, Florida.

Section C

The purpose and duties of the Board of Governors shall be to:

1. Advise and recommend to the School Board of Manatee County concerning all relevant matters pertaining to the programs and operations of Manatee Technical College.
2. Identify technical and adult education needs of Manatee County.
3. Help identify and assess labor market requirements of Manatee County.
4. Review and advise on the establishment and maintenance of realistic and practical programs and/or courses.
5. Participate in developing community understanding and support for programs and courses offered by Manatee Technical College.
6. Annually review the Manatee Technical College business plan that will include long-range goals.
7. Review special project requests.
8. Approve the establishment of standards for program facilities that have been recommended by advisory committees.
9. Provide information on new technical developments that require changes in any program/course.
10. Assist Manatee Technical College in reviewing legislation affecting education and training.
11. Serve as the School Advisory Council for Manatee Technical College.

Article II Membership

Section A

Ideal representation from industry should be as follows: one (1) member from health care, one (1) member from manufacturing, one (1) member from hospitality, one (1) member from the service industry, one (1) member from construction/building, one (1) member from allied health, one (1) member from business, one (1) member from technology, one (1) member from transportation, one (1) member from the Chamber of Commerce, one (1) member from the Bradenton Area Economic Development Corporation, one (1) member from public service, one (1) member from CareerSource Suncoast, and one (1) member from Manatee County Government.

Representatives from education shall be two (2) representatives from Manatee Technical College, one (1) representative from State College of Florida, one (1) representative from a Manatee County high school that has students attending Manatee Technical College, and one (1) representative from the district administration of Manatee County Schools.

Additional members of the Board of Governors can be chairperson of any-advisory committee, a Manatee County School Board member and the Manatee Technical College Directors from each campus.

Section B

Nominations for membership for business and industry representatives will be accepted at the Spring Board of Governors Meeting. Recommendations for representatives from education will be made by Manatee Technical College staff. Each appointment is for one school year and can be renewed the following year if nominated for reappointment. Appointments to the Board of Governors shall be made by the Board of Governors Executive Committee. The Executive Committee will make recommendations for each position at the August Annual Meeting. Recommendations will be voted on by the Board of Governors members.

Section C

All members of the Board shall self-select a designee to represent them at meetings they cannot attend. The designee shall have the ability to vote.

Section D

Any chair of the Manatee Technical College Board of Governors who serves as chair for more than five (5) years shall be designated as "Chair Emeritus."

Article III Officers and Their Duties

Section A

The officers shall be a chairperson, a vice-chairperson, and secretary.

Section B

The chairperson and vice-chairperson shall be industry representatives elected annually by a majority of the committee members at the annual meeting. The secretary shall be a Manatee Technical College representative.

Section C

The chairperson shall be elected from among the Manatee Technical College Board of Governors members. His/her duties shall be to:

1. Preside at the meetings of Board of Governors.
2. Serve as chairperson of the executive committee.
3. Appoint special subcommittees, which may include persons other than Board of Governors members.

Section D

The vice-chairperson shall perform the duties of the chairperson in his/her absence.

Section E

The secretary shall:

1. Maintain records of the attendance of members at meetings.
2. Maintain a record of discussion and recommendations.
3. Maintain a permanent record file of Board of Governors activities.
4. Distribute minutes of Board of Governors meetings and copies of other committee documents to committee members, teachers, district school board and concerned others.
5. Notify all members of meeting date and/or time changes at least forty-eight (48) hours in advance.

Section F

The executive committee shall consist of the chairperson, the vice-chairperson, any chairmen emeritus, superintendent or designee, and the Directors of Manatee Technical College.

The executive committee shall:

1. Act on urgent matters between meetings.
2. Prepare an agenda for each meeting.
3. Call special meetings of the Board of Governors as needed.
- 4.
5. Approve nominations brought by the nominating committee for Board of Governors membership.

Article IV Meetings

Section A

Regular meetings of the Board of Governors will be held on the fourth Thursday of January and August, after the Advisory Committee Breakfast, and before the Advisory Committee dinner.

Section B

The August meeting of the Board of Governors shall be designated as the annual meeting.

Section C

Meeting dates may be changed by consensus.

Section D

The chairperson may call special meetings of the Board of Governors.

Section E

Written notices of meetings with a proposed agenda listing all matters that are scheduled to come before the Board for a vote and the minutes of the previous meeting shall be e-mailed by the secretary to all members at least three days before each meeting.

Section F

Meetings shall not be more than 1-1/2 hours in duration, unless a majority of the members vote to continue a particular meeting.

Section G

All meetings will be open to the public.

Section H

The Board of Governors may not conduct official business unless there is a quorum of voting members present. Said quorum shall consist of a simple majority of the voting members of the Board of Governors, including any ex-officio members.

Article V Annual Program

Section A

The Board of Governors will plan and operate under an annual program of work. Plans, topics, and goals will be included in the program.

Section B

The program of work for each ensuing year will be discussed during the May meeting each year. The annual report will be discussed at the October meeting.

Article VI Subcommittees

Section A

As the need for standing and special subcommittees arises, such subcommittees may be appointed by the chairperson.

Section B

Subcommittees shall report regularly to the Board of Governors.

Section C

A subcommittee will automatically be discharged upon accomplishing the task(s) for which it was established.

Article VII Amendments

The bylaws may be amended or added to by a two-thirds majority vote of active members at any regular Board of Governor meeting.

Article VIII Rules of Order

The meetings and activities of the Board of Governors shall be conducted according to the *Robert's Rules of Order*, except as otherwise provided by these bylaws.

Bylaw revision dates:

12/7/2006

4/7/2016