

**BYLAWS FOR JOINT MEETINGS OF THE
BOARD OF TRUSTEES & BOARD OF GOVERNORS
OF
UNION COUNTY COLLEGE**

**As amended May 28, 1996, March 25, 1997, January 24, 2006, September 26, 2016, and
September 21, 2021**

I. PREFACE

Union County College is a body politic established under Chapter 42, Laws of 1982, (N.J.S. 18A:64A-50 et seq.) entitled “An Act to provide for the consolidation of certain educational institutions into county colleges and supplementing Title 18A of the New Jersey Statutes.” Union County College operates subject to Chapter 48, Laws of 1994, (N.J.S. 18A:3B-1 et seq.) entitled the Higher Education Restructuring Act. Union County College was originally incorporated on March 25, 1943 as Union Junior College, a private two-year institution of higher education, governed by a Board of Trustees. Its name was changed to Union College on July 25, 1967. In 1982, Union College was consolidated with Union County Technical Institute pursuant to Chapter 42, Laws of 1982, (N.J.S. 18A:64A-50 et seq.) and became Union County College, the public community college of the County of Union. The Board of Governors of Union County College is the successor to and a continuation of the Board of Trustees of Union College.

All members of the Board of Trustees and all members of the Board of Governors shall be entitled to attend and participate in joint meetings of the Board of Trustees and Board of Governors.

II. FUNCTIONS OF THE BOARD OF TRUSTEES & BOARD OF GOVERNORS AT JOINT SESSIONS

The governance, control, conduct, management and administration of Union County College is “vested in and allocated between the Board of Trustees and Board of Governors” pursuant to Chapter 42, Laws of 1982, (N.J.S. 18A:64A-50 et. seq.). The Board of Trustees and Board of Governors shall have general and specific powers and duties as provided by law. The Board of Trustees and Board of Governors may meet in joint session for the purpose of consultation and discussion or to act upon any matter which requires their joint or concurrent action.

Neither Board shall take any action in joint session on a matter vested in or allocated by law to the other Board.

III. OFFICERS FOR JOINT MEETINGS AND THEIR DUTIES

- A. The Chairperson of the Board of Trustees shall preside at joint meetings of the Board of Trustees and Board of Governors. In the absence of the Chairperson of the Board of Trustees, the Chairperson of the Board of Governors shall preside, and in the absence of both Chairpersons, the Vice Chairperson of the Board of Trustees shall preside.
- B. The Secretary of the Board of Trustees shall attend all joint meetings of the Board of Trustees and Board of Governors, act as its clerk and record all votes and prepare and retain the minutes of all proceedings; shall give notice of all meetings and perform such other duties as may be prescribed by the Chairpersons of the Board of Trustees or the Board of Governors.

IV. JOINT METINGS

- A. OPEN PUBLIC MEETINGS ACT: Joint meetings of the Board of Trustees and Board of Governors shall be in conformance with the Open Public Meetings Act and any amendments thereto.
- B. REGULAR MEETINGS: Joint meetings may be called by the Chairperson of the Board of Trustees or Board of Governors.
- C. SPECIAL MEETINGS: Special joint meetings of the Board of Trustees and Board of Governors may be called by the Chairperson of the Board of Trustees or Board of Governors or by the President of the College upon the written request of five or more Trustees or seven or more Governors, upon notice to the Trustees and Governors not less than forty-eight hours prior to the hour fixed for the meeting, stating the purpose of the meeting in accordance with the Open Public Meetings Act.
- D. NOTICE: At least forty-eight hours' notice shall be given of any regular meeting in accordance with the Open Public Meetings Act.
- E. AGENDA, PREPARATION AND POSTING: The agenda of each joint meeting shall be prepared by the President of the College in consultation with the chairperson of the Board of Trustees and the chairperson of the Board of Governors and posted on the electronic portal for the Board members' review. At the meeting, those present may remove agenda items or in accordance with the Open Public Meetings Act may add agenda items.

- F. AGENDA AVAILABILITY: The agenda for the joint meeting shall be made available in the Office of the Secretary of the Board of Trustees at a reasonable time before each joint meeting.
- G. QUORUM: Six members of the Board of Trustees plus eight members of the Board of Governors shall constitute a quorum for the transaction of business at a joint meeting. Presence of a member or members via live remote communication (e.g. telephone, videoconference) shall constitute attendance of that individual or individuals for purposes of a quorum and for the purpose of conducting the business of the Joint Boards.
- H. MAJORITY VOTE: A matter requiring joint action shall require the approval of a majority of all Trustees present and voting plus the approval of a majority of all Governors present and voting.
- I. ORDER OF BUSINESS: The order of business at regular meetings shall be:
1. Roll Call
 2. Open Public Meeting Act Statement
 3. Approval of Minutes of Previous Meeting
 4. Communications
 5. Report of the President of the College
 6. Report of the Alumni Association
 7. Report of the Foundation
 8. Report of the New Jersey Council of County Colleges
 9. Unfinished Business
 10. New Business

11. Public Comment

12. Adjournment

J. ROBERT'S RULES: Points of parliamentary procedures not herein specifically addressed shall be determined in accordance with Robert's Rules of Order, 12th edition.

K. PUBLIC PARTICIPATION: Any organization, group or individual from within or without the College will be recognized to be heard only on agenda items provided that requests to be heard shall have been registered with the Secretary of the Board of Trustees at least twenty-four hours before the meeting. Public comment shall be limited to 5 minutes unless otherwise specified by the Chairperson.

V. JOINT COMMITTEES OF THE BOARDS OF TRUSTEES & GOVERNORS

The Joint Committees of the Board of Trustees and Board of Governors and their functions shall be those set forth and described in the Bylaws of the Board of Trustees and Board of Governors.

VI. AMENDMENTS

These Bylaws may be altered, amended or replaced at any meeting by a majority vote as defined in Article IV.H. of these Bylaws, provided that forty-eight hours' notice and a copy of the proposal shall have been provided to all members.