

**D R A F T**  
**Delta College District**  
**Board of Trustees**  
***Special Meeting***  
***Bylaws Subcommittee***  
**August 13, 2008**  
**President's Conference Room**  
**5:00 p.m.**

**Board Members Present:** R. Emrich, K. Higgs, R. Stafford

**Others Present:** J. Goodnow, L. Myles-Sanders, A. Ursuy

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**Call to Order:** Bylaws Subcommittee Chair, R. Stafford, called the meeting to order at 5:00 p.m.

R. Stafford called for public comments. K. Higgs commented that he went to the courthouse to examine the record of the case of Ader v. Delta College Board of Trustees and found that what L. Myles-Sanders said at last night's Board Meeting was incorrect. R. Emrich told K. Higgs that this topic is irrelevant to the work of the Bylaws Subcommittee. R. Stafford said that due to the amount of work that the group needed to accomplish in a short time, he would prefer to focus the agenda on the bylaws.

During public comments, K. Higgs also stated that he found some information in Mott Community College's bylaws regarding voting issues. At Mott CC, all Board Members have an obligation to vote. He added that there is case law that says elected officials have a legal duty to vote. R. Emrich noted that there is no statutory law to support this, only case law. R. Stafford said that he would like to stick to the agenda and told K. Higgs that he would be happy to bring this issue up again during the meeting.

K. Higgs said that Washtenaw Community College addresses written communication in their bylaws. R. Stafford said that the topic is appropriate for discussion during the meeting but asked that K. Higgs wait until that point on the agenda.

K. Higgs commented that the bylaws are usually found in the totality of a board policy manual. The Committee discussed the need for a policy manual for the Board. R. Emrich said that this needs to be put together but it is not the charge of the Bylaws Subcommittee to do so.

R. Stafford called for acceptance of the minutes of the July 30, 2008, meeting of the Bylaws Subcommittee. The minutes were unanimously accepted as written.

R. Stafford said that he would like to suggest an approach for getting started. He said that he reviewed the bylaws of several colleges and made list of their general topic headings. He suggested looking at the list and identifying the gaps.

K. Higgs said that he reviewed Kirtland's Bylaws and said that he likes the format. R. Emrich agreed stating that Kirtland's Bylaws have a good flow. R. Emrich discussed the way that the bylaws could be numbered, referring to the Book of Order in the Presbyterian Church. He said that he would be willing to share an example with the subcommittee.

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K. Higgs said some of the schools make legal references in their bylaws. R. Stafford asked how the group felt about this issue. K. Higgs said that he has mixed emotion. R. Emrich said that he doesn't think it is necessary to cite specific laws throughout. He added that a reference that the bylaws comply with the Community College Act and the Open Meetings Act would be sufficient.

R. Stafford suggested that revisions to the bylaws be footnoted at the end of the document. K. Higgs added that a table of contents is needed.

K. Higgs suggested adopting all headings as written in Kirtland's Bylaws. Headings could be added and deleted as work continues on the Delta College Board Bylaws.

At the next meeting, the Bylaws Subcommittee will work on the framework (topic headings) and the order of those topic headings within the bylaws using Kirtland Community College as a model.

The group decided that the next meeting of the Bylaws Subcommittee will take place on Tuesday, August 26, at 4:30 p.m. in the President's Conference Room.

***Meeting adjourned at: 6:14 p.m.***

Respectfully submitted,

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Leslie Myles-Sanders, Board Secretary

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Andrea Ursuy, Recording Secretary