

**WESTERN NEVADA COLLEGE
ADVISORY BOARD BYLAWS**

Section A. Purpose and Name

- Article 1. The Board shall be known as the Western Nevada College Advisory Board. They are authorized by the Board of Regents to work directly with the President of the College and his/her staff.
- Article 2. The Western Nevada College advisory board acts in an advisory capacity to the President regarding programs and activities in the college in accordance with the rules and regulations established in the Board of Regents Code. The advisory board may make recommendations to the Regents, through the President, concerning specific action that should be taken to enhance the development and operation of the college.
- Article 3. The purposes, responsibilities, and duties of the Western Nevada College advisory board shall be to advise the President concerning:
- a. Under the direction of the President, review the college's annual operating budget and budget requests and make recommendations to the President as appropriate.
 - b. At the request of the President, make recommendations and proposals regarding occupational and other curricula, student services and public service activities.
 - c. Review campus development plans and program plans for individual buildings and make recommendations to the President as appropriate.
 - d. Serve generally to be a liaison between the college and the region/service area it serves.
 - e. Interpret to the public the unique role and function of the college in the total education structure of Nevada.

Section B. Membership

- Article 1. The Board shall be divided into seven (7) service area sub-groups. These sub-groups shall be centered in the following geographic areas served by the college: Carson City, Douglas County, Fallon, Fernley, Hawthorne, Lovelock, and Yerington.
- Article 2. Members selected shall be representative of industries, agencies, and members of the public at large served by the college.
- Article 3. Board members shall be appointed and will serve at the discretion of the President.
- Article 4. Advisory board members shall begin their terms of office upon approval and appointment by the President.
- Article 5. An individual may lose membership on the advisory board if he/she fails to attend three (3) consecutive meetings without presenting, in advance, to the chairperson of the service area sub-group, a valid reason for his/her absence.

Section C. Meetings

- Article 1. Each service area sub-group shall meet independently once each academic semester.

- Article 2. Special advisory board and service area sub-group meetings may be held upon the joint call of the chairperson of the service area sub-group and the college President. The President or a designee should be present at all meetings.
- Article 3. Agenda items for all meetings will be sent to all advisory board members in advance of each meeting. If there needs to be clarification of these items, a committee member should contact the President's office.

Section D Committees

As the need for standing and special committees arises, such committees may be appointed by the chairperson of the service area sub-group.

Section E. Officers and their Duties

- Article 1. The officers shall be a chairperson and vice chairperson for each service area sub-group.
- Article 2. The officers for each service area sub-group shall be appointed by the president and ratified by the respective service area sub-group.
- Article 3. The chairperson's duties shall be:
a. To preside at all meetings of the service area sub-group.
b. To appoint special committees that may include persons other than committee members.
- Article 4. The vice chairperson shall perform the duties of the chairperson in his/her absence.
- Article 5. The college President shall serve as, or delegate to another college employee, the following duties of secretary to the Board:
a. Keep records of the attendance of members at meetings.
b. Keep a record of discussions, recommendations, and action in the form of minutes.
c. Distribute minutes of meetings and copies of other related documents to members, officers, and others.
d. Maintain a permanent record file of advisory board activities.

Section F. Bylaw Changes

The Constitution and Bylaws may be amended or added to by a two-thirds vote of members in attendance, and ratified at the fall meeting of each service area advisory boards.