

# Bylaws of the Davis Technical College Board of Trustees

## Article I: Authority

The Davis Technical College Board of Trustees (hereinafter “Board”) derives its authority under state law, specifically Utah Code 53B State System of Higher Education, Chapter 2a, Technical Education.

## Article II: Powers and Duties

The Board shall:

- a. assist the College President in preparing a budget request for the College's annual operations to the Board;
- b. after consulting with the Board, other higher education institutions, school districts, and charter schools within the College's region, prepare a comprehensive strategic plan for delivering career and technical education within the region;
- c. in accordance with Section [53B-16-102](#), approve programs, including expedited program approval and termination procedures to meet market needs;
- d. adopt an annual budget and fund balances;
- e. conduct annual program evaluations;
- f. approve a strategic plan for the technical college that is aligned with:
  - a. state attainment goals;
  - b. workforce needs;
  - c. the technical college's role, mission, and distinctiveness; and
  - d. Utah Board of Higher Education goals and metrics described in Section [53B-1-402](#)
- g. Monitor the technical college's progress toward achieving the strategic plan;
- h. act on behalf of the technical college in performing other duties as authorized by the Utah Board of Higher Education or by statute; and
- i. maintain oversight of the College Foundation.

## Article III: Membership, Appointments, and Compensation

The Board shall consist of:

- a. one member of the local school board for each school district in the College's service area, appointed by the local school board to which the member belongs;
- b. except as provided in Utah Code 53B-2a-108(3)(b), one individual who is a member of the higher education institution board of trustees, appointed by the higher education institution board of trustees; and
- c. eight individuals, appointed by the governor with the consent of the Senate.

A member of the Board may not receive compensation or benefits for the member's service, but may receive per diem and travel expenses in accordance with state law and rules.

A representative of Hill Air Force Base shall have a standing invitation to attend all Board meetings.

#### **Article IV: Terms**

Except as described otherwise, a member of the Board is appointed to a four-year term. The governor may appoint a member to a two-year term to ensure that the terms of approximately half of the members expire every other year.

When a vacancy occurs in the membership of the Board, the appointing authority for the vacant position shall appoint a replacement for the remainder of the term. An appointed member holds office until a successor is appointed.

A member of the Board may not hold office for more than two consecutive full terms.

#### **Article V: Quorum**

A majority of Board is a quorum. Members may participate in Board meetings electronically or telephonically.

#### **Article VI: Chair, Vice Chair, Executive Committee**

At its annual meeting, the Board shall elect a Chair and a Vice Chair from its membership by a majority of a quorum. The Chair and the Vice Chair shall serve as the Executive Committee of the Board. The Chair may appoint an additional member of the Board to serve on the Executive Committee.

The Chair shall preside over the meetings of the Board and Executive Committee. In the event of the Chair's absence, the Vice Chair shall preside over meetings of the Board and Executive Committee. If neither the Chair nor the Vice Chair can preside over a Board or Executive Committee meeting, the Chair will appoint a member of the Board to preside at the meeting.

The Executive Committee shall have the full authority of the Board to act upon routine matters during the interim between Board meetings. The Executive Committee may act on non-routine matters only under extraordinary and emergency circumstances. The Executive Committee shall report the Executive Committee's activities to Board at its next regular meeting following the activities.

#### **Article VII: Other Committees**

The Board shall elect at least three of its members to serve as the Audit Committee. The Audit Committee shall assist the Board in fulfilling its oversight responsibilities for College's financial, operational, and reporting matters, and ensure compliance with applicable policies, laws, and regulations. The Audit Committee shall receive and review the annual financial audit.

The Board may establish other committees.

### **Article VIII: Meetings**

The Board shall meet at least four times in a fiscal year, which begins on 1 July. Prior to the beginning of the fiscal year, the Board will adopt a calendar of meetings (including the annual meeting).

Meetings shall be noticed and conducted in accordance with the Open and Public Meetings Act.

### **Article IX: Amendments**

These Bylaws may be amended when necessary by two-thirds majority of the Board.

#### ***Certification***

These Bylaws were approved at a meeting of the Board by a two-thirds majority vote on *16 May 2024*.

A handwritten signature in cursive script that reads "Wendee Cole". The signature is written in black ink and is positioned above a horizontal line.

Wendee Cole  
Chief of Staff/Secretary to the Board