



**BYLAWS OF  
LAUREL RIDGE COMMUNITY COLLEGE BOARD**

President's Office, Middletown Campus  
173 Skirmisher Lane  
Middletown, VA 22645  
(540) 868-7101

**ARTICLE ONE**

**Section 1.** These Bylaws are subject to all rules, regulations, directives, policies and procedures as established by the State Board for Community Colleges of the Commonwealth of Virginia.

**ARTICLE TWO**

**COLLEGE BOARD**

**Section 1.** The local affairs of the College shall be managed by its College Board.

**Section 2.** The Laurel Ridge Community College Board shall exercise the responsibilities prescribed for local community college boards by the Code of Virginia, the State Board for Community Colleges, and the Laurel Ridge Community College Board Code of Ethics.

**Section 3.** The number of Board members shall be fourteen (14). The Board members shall be appointed by the political subdivisions participating in the support of the

College. These political subdivisions are the Counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren and the City of Winchester. Each political subdivision shall be represented by two members on the Board, with the exceptions of the Counties of Clarke and Rappahannock, which shall have one member, each subject, however, to the provisions for reallocation of Board members as established by the State Board for Community Colleges. Each member shall serve for a term of four (4) years and may serve two successive terms.

**Section 4.** Regular meetings of the Board shall be held during the months of September, November, February, April, and June, the time and place for holding said regular meetings to be as directed by a majority vote of the Board. The College Board shall deem that a meeting is unnecessary by a majority vote. At no time, however, shall the College Board meet less than four times annually.

**Section 5.** Special meetings of the Board may be called by or at the request of the Chair, the President of the College, or any two Board members.

**Section 6.** All meetings, both regular and special, shall be held at the College's Middletown or Fauquier campuses, the Luray-Page County Center, or at such other place as the members of the Board may determine. Virtual participation in meetings may be approved based on the Laurel Ridge Community College Board Electronic Meetings Policy.

**Section 7.** Notice of any special meeting of the Board shall be given at least five (5) days previously thereto by written notice delivered personally, electronically, or sent by postal mail to each Board member at his/her address as shown by the records of the College. If mailed, such notice shall be deemed to be delivered when deposited in the United States

mail in a sealed envelope so addressed, with postage thereon prepaid. Any Board member may waive notice of any meeting. The attendance of a Board member at any meeting shall constitute a waiver of notice of such meeting except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law, by these Bylaws, or by order of the State Board for Community Colleges.

**Section 8.** A majority of the members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Board members are present at any meeting, a majority of the Board members present may adjourn the meeting from time to time without further notice.

**Section 9.** The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these Bylaws.

**Section 10.** Any vacancy occurring in the Board shall be filled by the political subdivision that the vacating Board member represented. Any College Board member who misses three (3) consecutive regularly scheduled meetings, may be dismissed by the College Board. For purposes of this section, attendance during any part of the official meeting is considered attending the meeting. The Secretary of the Board shall notify the Chair of the Board of any member who has missed three (3) consecutive regular meetings. The Chair shall investigate to determine if there were extenuating circumstances that caused the member to miss the three (3) meetings. The investigation must include a discussion with the member and

the Chair may consult the Vice Chair concerning the member and the circumstances. If after consultation, it is the opinion of the Chair that the member does not have good cause for missing the meetings, the Chair shall request the Board to consider whether replacement of the member is in the best interest of the college. If the Board votes to replace the member, the Board shall notify the sponsoring subdivision of the need for a replacement.

### **ARTICLE THREE**

#### **OFFICERS**

**Section 1.** The officers of the Board shall be a Chair, Vice Chair, a Secretary and such other officers as may be elected in accordance with the provisions of this article and shall constitute the Executive Committee. The Vice Chair will be considered the Chair Elect. The Secretary shall be the President of the College. The Board may elect or appoint such other officers as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board.

**Section 2.** The officers of the Board shall be elected biennially by the Board at its June meeting to serve from July 1 immediately following. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as is convenient. Nominations for the offices of Chair and Vice Chair during an election year will be proposed by a nominations committee consisting of the Chair, Vice Chair and a Board member appointed by the Chair, preferably a past Chair if available. The nominations committee shall be sensitive to locality representation and Board rotation in its proposed nominations which will be provided in writing to the Board prior to the election. New offices may be created and

filled at any meeting of the Board. Each officer shall hold office until his successor has been duly elected and qualifies, except that an officer whose term of office on the Board has expired and who is not eligible for re-appointments shall hold office only until his term has expired.

**Section 3.** Any officer elected or appointed by the Board may be removed by the Board by two thirds vote of the Board whenever in its judgment the best interest of the College would be served thereby.

**Section 4.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the members of the Board for the unexpired portion of the term.

**Section 5.** The several officers shall have such powers and perform such duties as may from time to time be specified in resolutions or other directives of the Board or of the State Board for Community Colleges or the Commonwealth of Virginia and that publication in the Minutes shall constitute sufficient notice.

## **ARTICLE FOUR**

### **COMMITTEES**

**Section 1.** The Board Chair may designate ad hoc committees, not having and exercising the authority of the Board in the management of the College. Members of each such committee shall be members of the Board and the Chair of the Board shall appoint the members thereof. Any member thereof may be removed by the Chair whenever in his/her judgment the best interests of the College shall be served by such removal.

## **ARTICLE FIVE**

### **EDUCATIONAL FOUNDATION BOARD MEMBER**

The College Board will recommend a College Board member to be considered for membership on the Foundation Board to serve a one-year term and may serve two successive terms. The recommendation will be made after the College Board member is approached by the chair and vice chair and agrees to be nominated for membership on the Foundation Board. The Foundation Board will follow its normal Board member selection process. The Foundation Board Chair will inform the nominated College Board member and College Board Chair of the Foundation Board's decision in writing. For College Board members who do not serve full terms on the Foundation Board, their successors will be selected using the aforementioned process.

## **ARTICLE SIX**

### **WAIVER OF NOTICE**

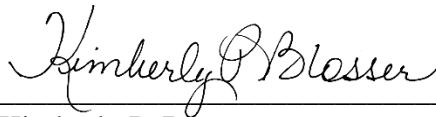
Whenever any notice is required to be given under the provisions of the law, these Bylaws or under any provision or regulation formulated by the State Board for Community Colleges, a waiver thereof signed by the person or persons entitled to such notice whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**ARTICLE SEVEN**

**AMENDMENT OF BYLAWS**

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by a majority of the Board members present at any regular meeting or at any special meeting, if at least ten (10) days' notice is given of intention to alter, amend, or repeal or to adopt new Bylaws at such meeting.

I, Kimberly P. Blosser, Secretary of the College Board of Laurel Ridge Community College, does certify that the foregoing is a true and correct copy of the Bylaws of the Board duly adopted at a meeting of the Board held on the second day of June, 2022. I further certify that a quorum was present at said meeting.



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Kimberly P. Blosser  
President of the College and Secretary to the  
Laurel Ridge Community College Board



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Michael S Wenger  
College Board Chair

Revised June 2, 2022  
Revised April 2, 2020  
Revised June 14, 2007  
Revised February 8, 2007  
Revised February 9, 2006  
Revised January 14, 1988