

# Board Legislation

## Board of Trustees – Constitution

### CWU Policy 106-03

**Effective:** June 2008

**Policy Review Date:** YEAR

**Policy Executive:** Board of Trustees

**Responsible Office/Unit:** Secretary to the Board of Trustees

**Policy Statement:**

**Applicability:**

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**Content:**

Policy

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#### **(1) Classification of Board Legislation.**

- A. Legislation by the board of trustees shall be classified as: a) bylaws, and b) policies and procedures. Such legislation shall be classified by the secretary of the board of trustees with the advice and consent of the board of trustees, previous to or at the time of the adoption of the legislation.

#### **(2) Bylaws of the Board of Trustees.**

- A. Legislation concerning the organization, procedures, and functions of the board of trustees itself shall be classified as bylaws of the board of trustees.

#### **(3) Policies and Procedures.**

- A. Legislation concerning the basic structure of the internal operating organization of the university shall be classified as policies and procedures.

#### **(4) Amendment of Board of Trustees Legislation**

- A. No bylaw shall be adopted, repealed, or amended, except by the affirmative vote of at least five trustees at a regular meeting of the board of trustees, and unless at a regular meeting of the board of trustees held prior to the meeting at which a proposed bylaw, repeal or amendment of bylaw is voted upon, notice of intention to propose such bylaw, or repeal, or amendment, including a draft thereof shall have been given.

- B. Policies and procedures may be changed or amended and additional policies and procedures adopted at any regular or special meeting of the board of trustees by a vote of the majority of the total membership of the board of trustees, provided that not less than one week's notice of the intention to change, amend, or add to the policies and procedures in whole or in part (which notice may be included in the call for the meeting) shall have been given to the members of the board of trustees, and provided further that other board policies or agreements on amendment procedures are not violated. Such notice shall be in writing and shall include the exact wording proposed.
  
- C. Changes, amendments, and additions shall be upon formal motion, indicating specifically the change in, amendment of, or addition to the policies and procedures that is intended. An action of the board of trustees which fails to embody such indication shall not have the status of a regulation.

**History:**

*Responsibility: Board of Trustees; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;  
Review/Effective Date: 06/2008; Approved by: James L. Gaudino, President  
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