



Los Angeles County

**COLLEGE OF NURSING** ▶ School of Nursing  
**AND ALLIED HEALTH** ▶ Education & Consulting Services  
▶ Allied Health Continuing Education

1237 North Mission Road, Los Angeles, California 90033

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## **BOARD OF TRUSTEES BYLAWS**

### **ARTICLE I Title and Description, Purpose and Functions**

#### **Section 1: Description**

The Name of this Board of Trustees is the Los Angeles County College of Nursing and Allied Health Board of Trustees. The Board of Trustees (Board) is the governing body for the College.

The College is owned by the County of Los Angeles. The Board of Supervisors is the elected governing body for Los Angeles County (LAC) and establishes/approves policy, funding, roles, and responsibilities for the various County divisions. The College is operated under the auspices of the LAC Department of Health Services (DHS) and LAC+USC Medical Center.

#### **Section 2: Purpose**

The Board establishes policies and procedures that are consistent with the College Mission, Vision, and Values; assures the quality, integrity, and effectiveness of student learning programs and services; and oversees the financial stability of the College.

#### **Section 3: Functions**

The Board has the authority to review the academic and financial affairs of the College in order to ensure the quality and integrity of its educational programs and to provide guidance to its administration in carrying out the educational mission and goals. The Board functions are to:

- a. Provide guidance in the development and improvement of the educational and student support service programs
- b. Review and approve the strategic plan and annual goals and monitor outcomes
- c. Monitor educational quality and effectiveness through performance measurements of the academic and student support service programs
- d. Recommend, monitor, and approve the policies, rules and regulations under which programs operate
- e. Delegate to the provost, and through the provost to the faculty, the authority to establish and regulate courses of instruction and to

implement and administer policies, programs, and operations without Board interference

- f. Approve the selection of the provost and evaluate his/her performance
- g. Monitor compliance, approve reports, and direct participation in the accreditation processes of the Western Association of Schools and Colleges: Accrediting Commission for Community and Junior Colleges, the California Board of Registered Nursing, and other allied health and accrediting/regulatory agencies
- h. Monitor the financial status of the College, review/approve budget requests and funding proposals, and advocate for resources
- i. Review legal matters and recommend courses of action
- j. Adhere to the Board's Membership Agreement and Code of Ethics
- k. Uphold decisions made by the Board, advocate for the institution, and protect it from undue influence or pressure
- l. Conduct scheduled self-evaluation of Board performance and productivity.

## **ARTICLE II Membership**

### **Section 1: Members**

The membership of the Board consists of no less than eleven persons divided in two categories. One category consists of "non-elected members", employed by the Los Angeles County as follows:

- a. Chief Executive Officer, LAC + USC Medical Center
- b. Chief Nursing Officer, LAC+USC Medical Center
- c. Provost, or designated administrator, College of Nursing and Allied Health

Eight other members constitute a category of "elected members". Elected members are representative of eight constituency groups within the County of Los Angeles as follows:

- a. One representative from the Community
- b. One representative at large from the Department of Health Services

- c. One representative of the Medical Staff of the LAC+USC Medical Center
- d. One representative from a local community college
- e. One representative from a local university
- f. One representative from a school district with a feeder high school
- g. One representative from the Alumni, School of Nursing
- h. One nursing representative from a community health care facility.

Non-elected members and elected-members together constitute and are referred to as the Board of Trustees.

## **Section 2: Terms of Elected Membership, Resignation and Removal of Elected Members**

Each elected Board member serves a three-year term and holds office until a successor representative of the same constituency is elected.

The terms of service of elected Board members are staggered so that no more than one third of the members are elected annually.

Non-elected trustee members serve for a term ending on the date their successors qualify for Board membership.

Forfeiture of Board membership is necessary if the individual representative changes position and is no longer a representative of the constituency section.

An elected member may resign by submitting a written resignation to the Secretary of the Board at least fifteen days prior to the effective date of resignation. An elected member may be removed from membership by vote of two thirds of all Board members. However, before any member may be removed, the member shall be given information for the basis for the proposed removal and an opportunity to be heard by the Board.

Ex-officio members are former Board officers and have voting privileges.

Emeritus membership may be offered to elected members in good standing whose active service has ended.

Emeritus members serve as nonvoting consultants to the Board. Emeriti are invited to attend meetings, serve on committees, receive information and attend College programs and events that allow them to be engaged with the College and its leadership.

**Section 3: Election**

Non-elected members select nominees for elected-members.

Persons are elected to membership by receiving a majority vote of the members then in office.

**Section 4: Vacancies**

If any vacancies in the elected membership of the Board occur for any reason, including the enlargement of the total membership, the members elect persons to fill such vacancies. Such members will fulfill the remaining term of office of the member replaced.

**Section 5: Orientation and Board Development**

New members are oriented to the purpose and function of the Board in accordance with Board policy.

Members are informed of accreditation and regulatory agency standards, expectations, and recommendations. Board members are provided with information to assist them in performing their duties and functions.

**ARTICLE III Officers and Duty of Officers**

**Section 1: Designation**

The officers of the Board are the President, Vice-President, Secretary, and any other officers, as the Board deems appropriate.

The President is elected from current Board membership. This is a rotating presidency with a term of three years

The Vice President is the Chief Nursing Officer, LAC+USC Medical Center

The Secretary is the provost of the College of Nursing

**Section 2: Duties of Officers**

The President calls and presides over the Board meetings and is a voting member of all committees.

The Vice-President performs such duties as may be assigned by the President. In case of absence of the President, or of his/her inability from any cause to act, the Vice-President performs the duties of the President.

The Secretary prepares an agenda for all meetings of the Board, notifies members of meetings, and is responsible for keeping and recording adequate records and proceedings of all meetings.

## **ARTICLE IV Meetings**

### **Section 1: Regular Meetings**

Regular meetings of the Board are held in accordance with Board policy.

### **Section 2: Special Meetings**

Special meetings of the Board may be called at any time by a majority of the Board members or by the President. Written or verbal notification will be provided to each Board member a minimum of three working days prior to the scheduled meeting. Such notice states the purpose for which the meeting is called. No business other than that specified in the notice of the Special meeting will be transacted.

### **Section 3: Quorum**

A quorum will constitute six Board members, one of whom must be an officer of the Board. A vote of a majority of the members present at the time of a vote, if a quorum is present, is the act of the Los Angeles County College of Nursing and Allied Health Board of Trustees, except as noted in Article II, Section 3 of these Bylaws.

### **Section 4: Open Meetings**

Meetings of the Board are open to the public as required by law.

Individuals, who want to appear before the Board to address an agenda item or make public comment, must provide written notice to the Secretary/provost two working days prior to the meeting, stating the reason for the appearance.

The President determines and announces any reasonable restrictions upon such presentations and the time allotted for public comment.

The President determines and announces whether to recognize individuals who want to appear who have not submitted advance notice prior to the meeting.

## **ARTICLE V Committees**

### **Section 1: Standing Committees, Ad Hoc and Other Committee Appointments**

The Board of Trustees may create and impanel standing committees, ad hoc and other committees, as it may deem necessary to promote the purposes and carry out the work of the Los Angeles County College of Nursing and Allied Health.

Under special circumstances, the President has the power to create special, ad hoc and other committees and appoint their members. The

chairperson of each standing committee presents a plan of action to the Board for approval. Any committee action requires approval of the Board.

**Section 2 Deactivation of Committees**

The Board may at any time determine that the functions of a Board committee previously established by the Board are no longer required and may deactivate said committee. The President may at any time dissolve ad hoc and other committees that were created by the President.

**ARTICLE VI Amendments**

**Section 1: Amendments**

These Bylaws are reviewed and approved a minimum of every three years and whenever there is a significant change in the authority, purpose, or function of the Board.

These Bylaws may be amended at any meeting by a two-third vote of the Board members, or without a meeting if all members consent in writing to the adoption of the amendment.

**Section 2: Notice**

Proposed amendments are sent to all members at least one month prior to the vote.

**ARTICLE VII Dissolution**

In the event of the closure of the Los Angeles County College of Nursing and Allied Health, the Board of Trustees will be dissolved.

Signed: \_\_\_\_\_

President, Board of Trustees  
(Signature on file)

Dated: \_\_\_\_\_

Originating date: 12/94  
Revised date: 10/98, 10/01, 2/05, 2/07, 8/08, 5/12, 3/7/14, 3/17,8/18

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