



GENERAL INFORMATION-SECTION 100

NUMBER: 101

SUBJECT: MOUNTAINLAND TECHNICAL COLLEGE GOVERNING AUTHORITY

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101.1 – PURPOSE

As an institution of higher education in the State of Utah, Mountainland Technical College (MTECH) is governed, through statute, by the [Utah Board of Higher Education \(UBHE\)](#) and the [MTECH Board of Trustees](#). Collectively, the UBHE and MTECH boards ensure there is adequate representation of the public interest and the diverse elements within the Mountainland Region.

101.2 – UTAH STATE BOARD OF HIGHER EDUCATION

The Utah Board of Higher Education, per Utah Code Section [§53B-1-402](#), is the [governing board of all institutions of higher education](#) in Utah, including Mountainland Technical College.

The membership of the UBHE is directed through Utah Code Section [§53B-1-404](#) to include 18 residents of the state appointed by the governor with the consent of the Senate, in accordance with [Title 63G](#).

101.3 – MOUNTAINLAND TECHNICAL COLLEGE BOARD OF TRUSTEES

The MTECH Board of Trustees, per Utah Code Section [§53B-2a-110](#), assists in preparing budget requests to the UBHE, adopts an annual MTECH budget, conducts annual program reviews, monitors progress of a board-approved strategic plan, and carries out other duties as assigned by the UBHE.

The membership of the MTECH Board of Trustees is directed through Utah Code Section [§53B-2a-108](#) to include 17 individuals under the following parameters: one member of the local school board for each of the seven school districts in the MTECH service area, appointed by the local school board to which the member belongs; one individual who is a member of the Utah Valley University board of trustees, appointed by that board; and nine individuals, appointed by the governor with consent of the State Senate, who represent the interests of business, industry, or labor in the MTECH service area.

To adequately reflect the localized workforce needs of the service area, MTECH will work with the governor to ensure his or her nine appointments to the board represent the following industry

sectors: Healthcare (2 seats); Information Technology (2 seats); Finance (1 seat); Service (1 seat); Trades/Manufacturing (1 seat); Trades/Agriculture (1 seat); and Trades/Manufacturing/Agriculture (1 seat).

3.1 – Officers of the Board of Trustees

The officers of the MTECH Board of Trustees will consist of three positions: chair, vice-chair, and past chair. The Board of Trustees shall elect a chair and vice-chair to serve two-year terms and until their successor is elected. Terms will begin on July 1 of odd-numbered years. As terms expire, the chair will rotate to the position of past-chair, the vice-chair will rotate to the position of chair, and the Board of Trustees will elect a new vice-chair.

3.2 – Election of Officers

Election of the vice-chair will occur every two years of an odd-numbered year during a spring board meeting. The officer(s) shall be elected by a majority vote of the members present. The vice-chair will rotate every two years between an education and business and industry representative. The election shall be conducted according to the following procedures:

- 3.2.1 A nominating committee, appointed by the chair, will contact each member of the board to determine if the board member would be willing, interested, and available to serve as a board officer.
- 3.2.2 Before being considered to be vice-chair, a board member should gain experience on MTECH's Board of Trustees by serving on the Board for a minimum of one year.
- 3.2.3 Before agreeing to be considered, a board member will commit to attending and participating in regular board meetings, along with any additional leadership or board officer meetings, on an as-needed basis.
- 3.2.4 In a Spring board meeting of an even numbered year the chair shall declare nominations open for vice-chair. Any member of the Board of Trustees may nominate a member of the Board of Trustees for the vice-chair position.
- 3.2.5 Following the nominations, including discussion by the board, the election shall be conducted in an open meeting of the Board of Trustees with each voting member of the Board of Trustees who is present having one vote for the vice chair position. To ensure accurate recording of the votes cast, the vote will be conducted as a roll-call vote. Each board member's vote will be recorded in the minutes of the meeting.

3.3 – Terms of Office

The terms of office for board officers elected shall be two years from July 1 through June 30 of odd-numbered years.

3.4 – Resignation or Removal from Office

An officer may resign at any time by giving written notice to the Board of Trustees. An officer elected by the Board of Trustees may be removed, either with or without cause, by majority vote of the seated voting members of the Board of Trustees, whenever, in the judgment of the Board of Trustees, the best interests of the College would be served by such removal.

3.5 – Vacancies of Office

A vacancy in any office shall be filled by the Board of Trustees at the next regular or special meeting of the Board of Trustees for the unexpired portion of the term of such office, providing that the board members have been informed in advance of such proposed action. The process for filling the vacancy, should one ever exist, will be as outlined in the election of officers section above.

3.6 – The Duties and Powers of the Officers of the Board of Trustees

- 3.6.1 The chair shall preside at all meetings of the Board of Trustees.
- 3.6.2 The chair, vice-chair, and past chair will collectively appoint members to standing and ad hoc committees.
- 3.6.3 The officers shall assume other duties, which may be assigned by the Board of Trustees.
- 3.6.4 The vice-chair shall, in the absence of the chair, preside at meetings of the Board of Trustees and assist the chair with any reasonable request.
- 3.6.5 The past chair shall provide advice and experience to the chair and vice-chair in an effort to maintain consistency and continuity for the College. The past chair will preside at meetings of the Board of Trustees in the absence of both the chair and vice-chair.

3.7 – Standing Committees

- 3.7.1 The Audit Committee shall be comprised of a chair and a minimum of three board members. The chair and the other board members of the Audit Committee will be chosen by the MTECH board chair, vice-chair, and past chair. The role and purpose of the Audit Committee is to assist the board, in conjunction with the appropriate administrative staff, in audit related matters. This includes external financial audits, compliance audits, and/or internal audits.

3.8 – Quorum

- 3.8.1 A quorum for the transaction of any business shall consist of not less than a majority of the seated, voting members of the Board of Trustees. Board

members may participate in a meeting of the governing board by means of telephone or other communications equipment by which all members participating in the meeting can hear each other. Participation by such means shall constitute presence in person for purposes of determining a quorum and voting on agenda items.

3.9 – Voting

- 3.9.1 At all meetings of the Board of Trustees, each voting member shall have one vote. All matters submitted to the Board of Trustees for its approval shall be decided by a majority vote of the voting members present, including those members participating by means of the telephone or other communications equipment, providing there is a quorum. Proxy voting shall not be permitted in any meetings of the Board of Trustees or its Committees.