

II. MEETINGS

2.01 Regular Meetings (IC §262.8)

- A. The Board shall meet four times a year.
- B. Meetings shall be held on the third Wednesday and Thursday of each month unless otherwise designated by the Board.
- C. Meetings shall be held at either a Regent institution or as otherwise designated by the Board. The Board shall approve the place of each meeting at least one month in advance.

2.02 Special Meetings (IC §262.8)

Special meetings may be called by the Board, by the president of the Board, or by the executive director of the Board upon written request of any five members of the Board.

2.03 Subject of Meetings

At all meetings, the Board may act on any subject within its powers and according to its statutory authority. The Board may, however, refer for further study and reporting any matter, especially proposals, which are in the nature of innovation, either in course of study or in the general policy of an institution.

2.04 Dockets

- A. The Board Office shall be responsible for assembling all matters to be brought before the Board, together with all supporting material. These matters are commonly referred to as the Board's "dockets" and will be indexed and included in a binder for Board reference.
 - 1. Each institution will prepare its own portion of the docket and forward same, with all supporting material, to the executive director on a schedule provided by the Board Office. Docket materials are due in the Board Office by noon of the scheduled day

2. The executive director shall establish and inform the institutions of the size, composition, and format of all docket materials.
- B. Assembled dockets will be mailed to members of the Board at least one week prior to a Board meeting.
- C. No matter which is not included in the docket will be brought before the Board, unless such matter is of an urgent and compelling nature. Institutions may, however, keep Board members informed on recent developments affecting docket items.
- D. Nothing in these instructions will be construed as preventing direct communication by the presidents with the Board.
- E. The agenda of Board meetings will be made available to students, faculty, staff, and the general public through the Board Office, its website, and the public information offices at each institution prior to the Board meeting at which the agenda is to be considered.
- F. Legislators, the majority and minority leadership in both houses, the Governor's office, state department heads, and members of the press are sent notification via e.mail concerning the availability of docket materials on the Regent website. This release of information is sent by 11:00 a.m. the Wednesday prior to the Board meeting.

2.05 Conduct of Meetings

- A. The business of the institutions shall be presented by the institutional executives to the Board.
- B. Six members of the Board shall constitute a quorum (IC §17A.2(1)). The number of votes required to constitute a majority for a given purpose shall be a majority of those present, assuming a quorum. Except where otherwise required by statute, the Board shall conduct its meetings according to Robert's Rules of Order.

C. Open Meetings

The following language excerpts and paraphrases key provisions applying to the Board as found in IC Chapter 21.

1. All actions and discussion at meetings of the Board of Regents, committees formally and directly created by the Board of Regents, and those multi-membered bodies to which the Board or a president of a university has

delegated the responsibility for the management and control of intercollegiate athletic programs, whether formal or informal, shall be conducted and executed in open session, except for the reasons specifically provided in IC Chapter 21 for holding a closed session.

"Meeting" means a gathering in person or by electronic means, formal or informal, of a majority of the members of the Board or its committees where there is deliberation or action upon any matter within the scope of the body's policy-making duties. Meetings shall not include a gathering of members of the Board or its committees for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of this chapter.

"Open session" means a meeting to which all members of the public have access.

2. Meetings of the board or committees shall be preceded by a public notice of the time, date, and place of each meeting and a tentative agenda in a manner reasonably calculated to apprise the public of that information. Such notice includes advising news media who have filed a request for notice with the Board or committee and shall be given at least 24 hours prior to the commencement of any meeting. The manner of notice and site for the board meeting shall be as outlined in IC §21.4.

Any formally constituted committee of the Board may conduct a meeting without notice as required in the law during a lawful meeting of the Board of Regents, a recess in that meeting, or immediately following the meeting, if the meeting of the committee is publicly announced at the Board meeting and the subject of the meeting reasonably coincides with the subjects discussed or acted upon by the Board.

3. The Board and every committee governed by IC Chapter 21 shall keep minutes of each of its meetings showing the date, time, place, members present, and the action taken at each meeting. The minutes shall show the results of each vote taken, and the vote of each member present shall be made public at the open session. The minutes shall be public records open to public inspection.

D. Closed Session

1. The Board and committees governed by Iowa's open meetings law may hold a closed session only by affirmative public vote of either two-thirds of the members of the body or all of the members present at the meeting. The Board or committee may hold a closed session only to the extent a closed session is necessary for any reason defined in IC §21.5.

2. In addition to reasons defined by IC §21.5 for holding a closed session, negotiating sessions, strategy meetings of public employers or employee organizations, mediation, and the deliberative process of arbitrators shall be exempt from the provisions of Chapter 21. However, the employee organization shall present its initial bargaining position to the public employer at the first bargaining session. The public employer shall present its initial bargaining position to the employee organization at the second bargaining session, which shall be held no later than two weeks following the first bargaining session. Both sessions shall be open to the public and subject to the provisions of the open meetings law. Hearings conducted by arbitrators shall be open to the public. (IC § 20.17[3])
3. The vote of each Board member on the question of holding the closed session and the reason for holding the closed session by reference to a specific exemption under the law shall be announced publicly at the open session and entered into the minutes. The Board shall not discuss any business during a closed session that does not directly relate to the specific reason announced as justification for the closed session.
4. Final action by the Board on any matter shall be taken in an open session unless some other provision of the IC expressly permits such actions to be taken in closed session.
5. The Board and committees shall keep detailed minutes of all discussions, persons present, and action occurring in a closed session and shall also tape record all of the closed session. The detailed minutes and tape recording of a closed session shall be sealed and shall not be open to public inspection.

The Board shall keep the detailed minutes and tape recording of any closed session for a period of at least one year from the date of the meeting. A special provision exists, however, for the minutes and tape recording of a session closed to discuss the purchase of real estate. These recordings and minutes shall be available for public examination when the transaction discussed is completed.

E. Board Procedures for Holding a Closed Meeting

The procedure for calling an executive session will begin with the president of the Board determining whether a suggested topic is a proper one for an executive

session in accordance with the reasons given for holding such a session, as detailed above. The president will notify the Board in public session that such a request has been made and will identify by letter or topic the specific exemption for holding a closed session and then request a roll call vote which, in accordance with the law, will require an affirmative vote of two-thirds of the Board or all of the members present before the executive session can be approved.

At the beginning of the executive session, the president will inform the Board more specifically of the topic of the session. The topic will not be considered in executive session if one-third of the Board members present object. The minutes of the regular Board meeting will reflect the roll call vote for the executive session and the time at which the executive session began and ended. If the same topic is continued at another executive session during the same regular monthly Board meeting, or prior to the next meeting of the Board of Regents, the president may announce it as a continuation and not require another roll call vote.

F. Electronic Meetings

1. The Board may conduct a meeting by electronic means as provided by law.

2.06 Attendance at Meetings

The institutional heads of all the institutions shall be present at Board meetings unless specifically excused by the president of the Board.

2.07 Presentations to and Hearings Before Board

- A. Any person may request to make a written or oral presentation or have a hearing before the Board. All such requests must be in writing and state the specific subject to be discussed and the reasons why a personal appearance is necessary. The Board will determine, in its discretion, whether a hearing is to be granted and whether such a request for hearing is relevant to the business before the Board. Requests for hearing must be accompanied by any supporting documentation that the petitioner wishes the Board to consider. If a hearing is granted, fifteen copies of each document to be considered must be submitted to the Board Office at least seven days prior to the Board meeting.
 1. a. Students, faculty, and other employees of Regent institutions must route their petitions through the head of the institution concerned. The institutional head will forward the request, with comments, to the executive director of the Board. The executive director of the Board will docket the item for consideration by the Board.

- b. Employees aggrieved of a final institutional decision will have their appeal considered pursuant to Chapter 4.25 of this manual.
- 2. a. All other persons may make requests by written petition directly to the executive director of the Board. The executive director shall cause the subject matter of the petition to be investigated and make a determination as to its appropriateness for Board consideration.

- b. Individuals, including corporations, aggrieved by business decisions of the Regent institutions or the Board shall have their appeal considered pursuant to appropriate chapters of this manual.

- B. If the Board grants a hearing, it shall be conducted in the manner prescribed by the Board.

2.08 Communications of Students, Faculty, and Staff with Board

- A. The university presidents are authorized and encouraged to utilize appropriate faculty, students, and staff representatives as institutional resource persons at each meeting when, in their judgment, it is desirable.
- B. Students, faculty, and staff may request an opportunity to appear before the Board to discuss matters of interest and may request that an item be included on the docket. Such requests should be made in writing to the president of the Board with a copy to the president of the university concerned. The request should include a statement as to the reason why a personal appearance is desired or why an item should be included on the docket. A statement as to the exhaustion of local campus remedies, including specific persons or groups approached and their disposition of the matter, should also be included in the request. The president of the Board is empowered to permit such person or persons to appear or an item to be docketed, if, in the president's judgment, it is appropriate or unless there are unusual circumstances.

The president of the Board shall report to the full Board all requests made for permission to appear or to include an item on the docket, whether or not the request was granted.

The procedure set forth in this section does not replace, alter, or supersede the procedures for formal appeals to the Board by students or employees who feel aggrieved by any final adjudicatory order or rule-making decision as set forth in Section 4.25 of this Manual or in other rules and regulations of the Board.

- C. Representatives of appropriate campus constituencies may seek permission to comment on a given item on the agenda during a Board meeting by oral request to the president of the university and upon authorization of the president of the Board of Regents.

- D. The president may, on rare occasions, recognize an individual seeking, without advance written or oral notice, to comment during deliberations on a docketed item.
- E. Board members will plan to meet informally throughout the year with students, faculty, and staff to discuss problems of mutual interest. Members of these groups are encouraged to contact Board members and to develop plans for informal meetings.
- F. The presidents of the universities should continue to forward without editing, change, or delay, all communications or reports to the Board from faculty, students, and staff members.
- G. Faculty, students, and staff are welcome to attend Board meetings. All sessions of the Board are public except for those authorized by law to be considered in executive session (see Section 2.05D of this Manual for details). The Regents have no objection to the appointment of representatives by the various university constituencies to attend meetings of the Board as observers.
- H. The Board will attempt to give advance notice on any issues to be considered by the Board at a later date so that students, faculty, and staff will have the opportunity to seek to be heard if they so desire.
- I. The agenda for each Board meeting will be available for review at the Board Office, the university relations offices at each university, special schools, and AFTER 11:00 a.m. Wednesday preceding the Board meeting on the Regent website (www.state.ia.us/educate/regents) Interested parties will have ample opportunity to review items of particular concern to them. Upon request, copies may be made available at cost to interested parties.
- J. The presidents of the universities are urged to report to the Board the views of faculty, staff, and students, where pertinent and to the extent known, on any matter before the Board for consideration.

It is the Board's expectation that the policies set forth above will be administered to the end that the Board understands the viewpoints of faculty, students, and staff and that these groups understand the viewpoints of the Board.