

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**



5 | first reading of
6 | the amendments by the Board of Trustees in April, and recommended, ~~followed by~~ a second
7 | reading and approval at the May meeting.
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9 | **1. Part 1, Board Membership** Page 1, Lines 2-23

10 | The proposed amendment reflects statutory changes made to Board membership.

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12 | **2. Part 4, Effective date of Officer Elections** Page 2, Line 36

13 | The proposed amendment is to provide that an officer's term takes effect on July 1 instead of
14 | August 1.

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16 | **3. Part 5, Addition of Technology Standing Committee; Revise Finance, Facilities and**

Technology Page 5, Lie4(es)o3.78TJ -31.488a5 Td (Th)Tj 00(on J)-11(ul)-128[ogy

1 **5. Throughout**

2 Statutory reference dates have been updated.

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4 **~~RECOMMENDED COMMITTEE MOTION~~**

5 ~~The Executive Committee recommends that the Board of Trustees approves the amendments to~~
6 ~~Board Policy 1A.2, Part 1, Membership; Part 4, Officers of the Board, Subpart B, Terms of~~
~~Office; Part 5, Standing Committees, Committees and Working Groups of the Board, Subparts~~

BOARD OF TRUSTEES

5 ee members must be students who are enrolled at least half
6 time in a degree, diploma, or certificate program or have graduated from an institution governed by the
7 board within one year of the date of appointment. The student members shall include one member from
8 a community college, one member from a state university, and one member from a technical college.
9 The remaining members must be appointed to represent the state at large."

10
11 The Board consists of 15 members appointed by the governor, including three members who are students
12 who have attended an institution for at least one year and are currently enrolled at least half time in a
13 degree, diploma, or certificate program in an institution governed by the board. The student members
14 shall include one member from a community college, one member from a state university, and one member
from a technical college. One member representing labor must be appointed after consideringcate program142 3@401 Trefër from a mo

- 1 committee by the chair. The chair shall recommend an annual board operations budget and
2 budget increases to the executive committee for approval. At the request of the chair, the vice
3 chair or another member of the board may preside at meetings of the board. The chair shall
4 name all members to standing and ad hoc committees, and appoint the chair and vice chair of
5 each standing and ad hoc committee. The chair shall establish all ad hoc committees and
6 describe the charge of the ad hoc committees. The chair shall fill standing and ad hoc committee
7 vacancies. The chair shall approve or disapprove requests by the chancellor to accept
8 reimbursement of travel or meals from outside sources when required by Minnesota Statutes
9 §43A.38 (2009).
- 10 2. The vice chair, in the absence of the chair, shall perform the duties ordinarily performed by the
11 chair.

1 Annual meeting. Regular meetings shall include approval of minutes, report of the chair, report
2 of the chancellor, reports from standing committees, reports from special committees, and other
3 business.

- 4 3. Special meetings. A special meeting of the board to consider specific items of business may be
5 called by the chair, and shall be called by the chair at the request of any five members. The
6 secretary shall provide notice of special meetings by posting written notice of the date, time,
7 place and purpose of the meeting in the board's office and by mailing or otherwise delivering
8 notice of the meeting to each board member and each person who has filed a written request for
9 notice of special meetings.
- 10 4. Committee and Working Group Meetings. Committee meetings and working group meetings
11 shall be scheduled on a regular basis as determined by the chair. All meetings shall be
12 coordinated through the board secretary for purposes of scheduling and providing required
13 public notification.
- 14 5. Emergency Meetings. An emergency meeting is a special meeting called because of
15 circumstances that require immediate consideration of the board. If an emergency meeting is
16 required, the secretary shall make good faith efforts to provide notice of the meeting according
17 to the provisions of the Minnesota open meeting law.
18

19 **Subpart B. Protocol For Meetings.** Comments and discussion from the general public shall be
20 permitted at the discretion of the chair of the board, subject to approval by the board.

- 21 1. Quorum. A majority of the members of the board or, in the case of a committee, a majority of
22 the members of the committee, shall be necessary to constitute a quorum. Neither the board nor
23 a committee shall take official action without a quorum present.
24

25 In the absence of a quorum, the committee chair shall first determine whether a quorum can be
26 obtained by locating the absent members of the committee. If that is not possible, the committee
27 chair shall assess whether it is possible to postpone the meeting to a later time in order to obtain
28 a quorum. The committee chair may convene the meeting without a quorum if there are
29 exceptional reasons to do so.
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- 31 2. Minutes. Minutes of the proceedings of the board shall be kept by the secretary, who shall cause
32 them to be printed, bound and preserved and who shall transmit copies to the members of the
33 board, administration, libraries and to other places where it is deemed appropriate. All lengthy
34 reports shall be referred to in the minutes and shall be kept on file as part of the board's records,
35 but such reports need not be incorporated in the minutes except when so ordered by the board.
36 The minutes shall reflect the votes cast in committee meetings on matters recommended to the
37 board for action.
38
- 39 3. Voting. The decision of the majority voting the question shall prevail. Whenever the vote is not
40 unanimous, a member may request a roll call vote. The secretary shall record all votes. A
41 member may abstain from voting. Voting by proxy or by mail shall not be permitted.
42
- 43 4. Open Meetings. All meetings of the board shall be in accordance with Minnesota Statutes ch.
44 §13D, the Minnesota Open Meeting Law. All meetings of the board shall be open to the public
45 except as provided by law, including disciplinary proceedings, employee performance

