

MEETINGS

2.01 Regular Meetings (Iowa Code § 262.8)

- A. The Board shall meet at least four times a year.
- B. Meetings shall be held at sites designated by the Board.

2.02 Special Meetings (Iowa Code § 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 Agendas

- 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 "agendas" and will be indexed and included in a binder for Board reference.
 - 1. Each institution will prepare its own portion of the agenda and forward same, with all supporting material, to the executive director on a schedule provided by the Board Office. Agenda 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 composition, and format of all agenda materials.
- B. Assembled agendas will be mailed to members of the Board approximately one week prior to a Board meeting.
- C. Only urgent and compelling items shall be brought before the Board after the agenda is released.
- D. Nothing in these instructions will be construed as preventing direct communication by the institutional heads 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 agenda materials on the Regent website. This release of information is sent as soon as possible prior to the meeting and at least 24 hours prior to the Board meeting.

2.05 Conduct of Meetings

- A. Six members of the Board shall constitute a quorum Iowa Code § 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.

- B. Open Meetings

The following language excerpts and paraphrases key provisions applying to the Board as found in Iowa Code § 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 Iowa Code § 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 Iowa Code § 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 Iowa Code § 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.

C. 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 Iowa Code § 21.5.
2. In addition to reasons defined by Iowa Code § 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. (Iowa Code § 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 Iowa Code 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.

D. Board Procedures for Holding a Closed Meeting

The procedure for calling a closed session will begin with the president of the Board determining whether a suggested topic is a proper one for a closed 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 closed session can be approved.

At the beginning of the closed session, the president will inform the Board more specifically of the topic of the session. The topic will not be considered in closed 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 closed session and the time at which the closed session began and ended. If the same topic is continued at another closed 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.

E. Electronic Meetings

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

F. The business of the institutions shall be presented to the Board by the institutional executives.

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 the Board

A. Any person (petitioner) may request to make a written or oral presentation to 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. Requests may be submitted directly to the Executive Director at any time in advance of the Board meeting at which the petitioner requests to make a written or oral presentation. Requests must be accompanied by any supporting documentation or evidence that the petitioner wishes the Board to consider. The Executive Director shall cause the subject matter of the request to be investigated, including soliciting institutional comment as necessary. The Executive Director will determine, in his/her discretion, whether a request is to be granted and whether such a request for oral presentation is relevant to the business before the Board. The Executive Director may defer ruling on a request until the next regularly scheduled meeting of the Board if there is insufficient time to adequately investigate the matter and make

a determination as to its appropriateness for Board consideration. If a request is granted, the Executive Director shall notify the petitioner of his/her tentative place on the Board's agenda, and what written materials, if any, the petitioner should provide for Board consideration.

- B. If the Executive Director grants a request, it shall be conducted in the manner prescribed by the Executive Director.

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, except when appealing under the provisions of Chapter 10, may request an opportunity to appear before the Board to discuss matters of interest and may request that an item be included on the agenda. Such requests should be made in writing to the Executive Director 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 agenda. 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 Executive Director is empowered to permit such person or persons to appear or an item to be on the agenda, if, in the judgment of the Executive Director, it is appropriate or unless there are unusual circumstances.

The Executive Director shall report to the President of the Board all requests made for permission to appear or to include an item on the agenda, 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 Chapter 10 of this Policy 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 an agenda 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 closed session (see Section 2.05D of this Policy 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, and special school, and at least 24 hours preceding the Board meeting on the Regent website (www.regents.iowa.gov). 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.