

**MEETINGS**

---

1. **Regular Meetings.** The Board of Visitors shall hold regular meetings every other month of the calendar year at such time and place as the Chair designates. The college Chancellor shall notify each member of the Board of Visitors of the time and place at least fourteen (14) days prior to the meeting date.
2. **Special Meetings.** The Chair of the Board may call special meetings at his/her discretion or upon the call of five (5) or more Board members, with notice regarding the time and place provided at least five (5) days prior to the meeting date. Notice for emergency meetings shall follow procedures required by the Arkansas Freedom of Information Act.
3. **Meetings by Distance Technology.** Meetings may occur using distance technology provided every attendee, as well as the public, can hear each other clearly.
4. **Open Meetings.** All meetings, including meetings by distance technology require public notice through the Arkansas Freedom of Information Act. A.C.A. 25-19-106.
5. **Notices.** All board meetings will be published via local and regional media.
6. **Agenda.** The Chancellor, in conjunction with the Chair, shall prepare notices for a regular or special Board meeting. Members of the Board may submit items for agenda inclusion by notifying the Chancellor and submitting requests at least seven days prior to the date of the meeting concerned. All requests for inclusion of a given item on the agenda of a particular meeting should be submitted at least seven days prior to the date of the meeting concerned.

A copy of the board materials for each regular meeting of the Board shall be mailed to each member of the Board at least five (5) days in advance of the meeting. Reports and other materials for presentation at a special meeting shall be mailed to each member of the Board at least five (5) days in advance of the special meeting. At least five (5) members of the Board must approve the consideration of any item not on the agenda of a regular or special meeting.

**CONDUCT OF BUSINESS**

1. **Quorum.** A quorum for the conduct of business of the Board shall consist of five (5) Members of the Board.

2. **Presiding Officer.** The Chair shall preside at all regular and special meetings of the Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Vice Chair, a presiding officer shall be elected by and from the membership of the Board.
3. **Power to Vote.** All members of the Board may vote on all matters coming before the Board for consideration, but members may not vote by proxy. It shall require a majority of the members present to take official action on a matter.
4. **Rules of Order.** Except as modified by these by-laws, Robert's Rules of Order (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the Board and its committees.

**By-Laws.** Recommendation for change in the by-laws requires reading the recommended change at a regularly scheduled Board of Visitors' meeting, and voting on the change/amendment at the next regularly scheduled meeting in which two-thirds (2/3) of the members are present. A majority of those present may vote in the affirmative to change or amend the by-laws. All changes to these by-laws are subject to the approval of the Board of Trustees of the University of Arkansas. All by-law amendments related to the State Board's authority, as a coordinating board, requires the State Board's approval. Additionally, policies and procedures approved by the State Board, under its authority, for the administration and operation of the college shall, where appropriate, become part of the by-laws governing the power and duties of the Board.

HLC Criterion: 2C

---

**Policy History:**

May 4, 2020  
July 7, 2014  
January 1, 2011  
January 30, 2006  
September 24, 2001

---

**BOARD OF VISITORS MEETINGS**

---

1. The Chancellor's Assistant will mail notice to the Board members 14 days prior to the date of the meeting. Update the file BOV Mtg. Card Notice on "Z" drive, print, and mail to each member.
2. Local media outlets (newspapers and radio stations) are notified by fax or e-mail ten business days prior to each meeting date. Forms for each media are located on "Z" drive under BIV Mtg. and the name of the newspaper or radio station name.
3. Using the agenda for the same month of the previous year as a guide, the agenda is set beginning with the approval of the minutes of the previous Board meeting. With direction from the Chancellor, determine what yearly or annual action items need to go before the Board and what new action items such as college policy revisions are necessary. Agenda items must be submitted to the Chancellor at least seven days prior to the date of the meeting concerned.
4. The Chancellor's Assistant prepared the Board book for the upcoming meeting using the previous Board book as a guide. The outside cover, section covers and agenda from the previous meeting are copied and the date changed to reflect the current meeting date. New pages are added as reports are received from Vice Chancellors and the Director of Workforce and Public Services. Information items such as employment changes, thank you cards and letters to the Chancellor and/or the Board, and minutes of committee meetings are included after action items. When all agenda items and reports are received the pages are numbered and 15 copies are made. The books are bound using card stock for the outside covers of the books. All Board members and Dr. Bobbitt are mailed a copy at least 5 days prior to the meeting date. A copy is given to the Chancellor, each Vice Chancellor and a copy is kept for the Administrative Assistant's file.
5. The open session of the Board meeting is recorded. The motions and seconds on all action items are recorded and the vote taken. The executive session is never recorded. The day after the Board meeting, a memo to faculty and staff is prepared and sent to Cossatot outlining the meeting and actions taken by the Board. The revenue and expenditure report and any updated college policies are attached to the faculty/staff memo when e-mailed. As soon as possible the minutes of the meeting are transcribed. Upon approval of the Chancellor, the minutes are sent to the Board Secretary for his/her signature. The Board book is updated showing the actual time the meeting was called to order with the members present listed and those that were absent. The action taken by the Board are noted on the action item sheets and who made the motion and the second along with the vote on the action. The times are noted on the Board going into executive session and returning to open session. The actions taken in executive session are noted. The motion for adjournment, the second, and the time of adjournment are noted. When this information is noted in the book, a pdf file of the Board book is sent to the website manager to post to the Board of visitors section.

6. Upon receiving the signed copy of the minutes of the board meeting, a pdf file of the minutes is sent to the website manager for posting to the Board of visitors section.

---

**Procedure History:**

February 24, 2016

---