

GLENVILLE STATE COLLEGE POLICIES

POLICY 47

MEETINGS OF THE BOARD OF GOVERNORS

47.1. General

1.1. Scope - This policy establishes Glenville State College's procedures for meetings of the Board of Governors.

1.2. Authority – W.Va. Code §6-9A-1 through 10, §18B-1-6, §18B-2A-1, and § 18B-6-4b

1.3. Effective Date – April 19, 2006

1.4. This policy supersedes any or all previous GSC policies in reference to meetings of the Glenville State College Board of Governors.

47.2. Organization

2.1. Officers shall be elected in June of each year for a one year term commencing on July 1 and ending on June 30 of the following year. Officers may not serve more than two consecutive terms in the same office.

2.2. There shall be three standing committees: the Executive Committee, the Business and Finance Committee and the Student and Academic Affairs Committee.

2.2.1. The Executive Committee shall consist of the officers of the Board of Governors, the chairs of the Business and Finance and Student and Academic Affairs Committees, and the Board's immediate past chair.

2.2.2. The Business and Finance and Student and Academic Affairs Committees shall consist of Board members and chairs appointed by the Chair of the Board. Each Board member shall be assigned to either the Business and Finance or Student and Academic Affairs Committee.

2.3. Members may be appointed by the Chair of the Board to special or ad hoc committees.

2.4. All committees shall review and make recommendations to the Board on matters assigned by the Chair of the Board or the Executive Committee.

47.3. Meetings of the Board

3.1. The Board shall meet not less than six (6) times per year, including an annual meeting each June. At the annual meeting, the Board shall establish a schedule of meetings for the following fiscal year. Special meetings may be held at the call of the Chair, the President, or upon written

request to the chairperson by three Board members. The schedule of meetings will be posted on the College internet web site.

3.2. Meetings will occur on the Glenville State College campus in Glenville, West Virginia.

3.3. The chairperson of the Glenville State College Board of Governors will notify all Board members and the President at least five days in advance of all regular and special meetings and at least one day in advance of all emergency meetings.

3.4. Members may participate in Board and committee meetings by telephonic or other electronic means which permit the voice or video identification of the member.

3.5. A quorum of seven members is required to conduct business on matters requiring a vote of the Board.

3.6. Meetings will be noticed in accordance with the provisions of the Open Governmental Meetings Act. This includes notice of regularly scheduled meetings being filed with the Secretary of State for filing in the State Register at least five days prior to the date of the meeting.

3.7. The Glenville State College Board of Governors will give advance notice to the public and news media of the date, time, place, and agenda of all regular meetings. The agenda for current Board meetings will be available in the President's Office and posted on the College's internet web site at least three (3) working days before the Board meeting.

3.8. Members of the public and news media may record open meeting sessions of the Glenville State College Board of Governors. The Board of Governors may reasonably control the placement and use of cameras and other equipment so as not to unduly interfere with the meeting.

3.9. At the discretion of the Chair, persons who desire to address the Board shall be required to register to do so at least ten (10) minutes prior to the time the scheduled meeting is to convene. The Board may cause the removal from a meeting of any member of the public who is disrupting the meeting to the extent that orderly conduct of the meeting is compromised.

3.10. All meetings of the Board and the committees shall be open to the public unless a specific exception applies. The Board or a committee may vote to hold an executive session (closed to the public) during its meeting for any of the reasons authorized under W. Va. § 6-9A-4. A motion to hold an executive session must identify the authorization in W. Va. § 6-9A-4 for the executive session and be approved by a majority of the members present. While minutes of the executive session may be taken, no decisions will be made in executive session other than the decision to leave executive session and return to open session.

3.11. Meetings will be conducted according to Robert's Rules of Order subject to the suspension of any rule by a majority vote of the Board or committee.

3.12. The Glenville State College Board of Governors will keep written minutes of all meetings and will make them available to the public within a reasonable time after the meeting. These minutes will include: date, time and place of meeting; name of each member present and absent;

measures proposed; and the results of all votes taken. Voting by secret or written ballot is prohibited. An archive of all approved minutes of the Board will be maintained at the GSC web site.

3.13. The notice provisions of this policy shall not apply in the event of an emergency requiring immediate official action. Notice of an emergency meeting may be filed at any time prior to the emergency meeting and shall include the date, time, place and purpose of the meeting and the facts and circumstances of the emergency.

3.14. At least once a year the chair will schedule a time for the Board to meet with the faculty senate and staff council to address the Board on matters of concern to the respective group.

Approvals:

President

Date

Chair of the Board

Date
