

# **SOUTH DAKOTA BOARD OF REGENTS**

## **Policy Manual**

**SUBJECT:** Communications with the Board of Regents

**NUMBER:** 1:8

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It is the general policy of the Board of Regents to hear any individual or representative of a group on any matter which is timely and pertinent to the authority and responsibilities of the Board. That general policy, however, is subject to the following rules and regulations:

- A. If the matter arises from or concerns one of the institutions under the Board's control, it must first be fully addressed at the institutional level. If there is an established procedure for addressing such matters, that procedure must first be exhausted. If no such procedure exists, the matter should be fully discussed with the President or Superintendent of the institution involved.
- B. If the matter is one that is subject to the judgment and discretion of the institution(s), it shall be reviewed by the Board only if it believes the circumstances so warrant.
- C. Matters not arising from or concerning an individual institution must first be fully discussed with the Executive Director. Reports of institutional and system organizations may be accepted by the Board's standing committees without such prior discussions.

All extra-institutional requests to be heard by the Board of Regents must be submitted to the office of the Executive Director at least fifteen (15) calendar days prior to the first day of the Board meeting at which the individual or group desires to be heard. The request must be accompanied by a written statement clearly identifying the matter to be presented. If the Executive Director determines that (a) the matter is timely and pertinent to the authority and responsibilities of the Board, and (b) that the requirements stated in (1) through (3) above have been complied with, he or she shall schedule it upon the Tentative Agenda of the requested Board meeting. All items placed upon the Tentative Agenda are subject to Board approval prior to being included in the formal Agenda.

**SOURCE:** BOR, June 1979, pages 995-996