

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Meetings of the Board

**NUMBER:** 1:4

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All meetings of the South Dakota Board of Regents shall be conducted in accordance with the By-Laws of the Board of Regents.

### **Institutional Reports and Board Agenda Items**

The Regents office must receive all requests for items to be placed on a Standing Committee agenda no later than fourteen working days prior to the meeting. Any request must be in writing and accompanied by the necessary background information. To fail to comply with this section may cause the Board to defer the proposed agenda item until the Board has sufficient time to review the item. The Bylaws shall govern the placement of items on the agendas of appropriate standing committees; however, an item of sufficiently broad interest may be placed on the full Board agenda with the consent of the president of the Board.

Each president shall cause all informational items and requests for agenda input to be prepared so that they can be mailed to the Executive Director fourteen (14) days in advance of a regular meeting. The Office of the Executive Director will prepare the agenda items and will provide copies to the Regents, presidents, and others, seven (7) days in advance of a regular meeting. All matters affecting other institutions shall be included in the agendas (except emergency matters) and shall be presented at least one meeting in advance of final consideration.

- A. Any item to come before the Board for consideration will be placed on the agenda of the appropriate standing committee in accordance with the By-Laws of the South Dakota Board of Regents.
- B. Informational items may be presented in letter form for committee review along with other items of correspondence which the Committee may from time to time consider.
- C. Personnel actions will appear on the agenda of the Committee on Budget and Finance. Personnel actions consist of: appointments, resignations, terminations, and changes in status. Salary lists may not be used to accomplish any personnel action. All personnel actions will be categorized as either PROFESSIONAL or CIVIL SERVICE.

Changes in status or title of administrators reporting directly to the president or superintendent shall be recommended to the Board for approval as a separate personnel action.

### **Executive Session**

Any non-Regent requesting an executive session should discuss the matter with the President of the Board far enough in advance to provide an opportunity to consider the request.

This is not in the by-laws.

**SOURCE: BOR By-Laws**