



BOARD OF GOVERNORS

Policy Number: CU-GA-14

Background

Portions of this policy are required under West Virginia Code §6-9A-3

Scope

This policy governs the meetings of the Board of Governors.

POLICY

General meetings of the Board of Governors shall be held no fewer than six (6) times per year, including an annual meeting in June for the purpose of electing officers. Special meetings may be convened by the Chair, or upon the petition of a majority of the members. All general and special meetings will be conducted consistent with WV code requirements and comply with the WV Secretary of State notification deadlines.

PROCESS

Meetings may be held on the University's Athens campus, Beckley campus, by telephone or other electronic means, or at any other location designated by the Board.

Members may participate in Board and committee meetings in person, by telephone conference or other electronic means, which permit the voice or video identification of the member.

Meetings shall be held in a facility accessible to those with disabilities.

A simple majority of the Board of Governors shall constitute a quorum. A quorum must be present at all times for action of the Board to be transacted.

Open Meetings

General, special, and emergency meetings and committee meetings of the Board of Governors are open to the public pursuant to the Open Governmental Proceedings Act, WV Code §6-9A-1 through 12, except the Board or a committee may vote to hold an executive session during its meeting for any of the reasons authorized under West Virginia Code §6-9A-4. A motion to hold an executive session must identify the authorization in West Virginia Code §6-9A-4 for the executive session, and be approved by a majority of the members present.

Meetings will be conducted according to Robert's Rules of Order.

Minutes of each general, special, or emergency Board and Board committee meeting shall be prepared and distributed to board members by the secretary or designee within one (1) week prior to the next scheduled meeting. Contents of the minutes and agendas shall include all items required under the West Virginia Open Governmental Proceedings Act.

The Board may cause the removal from a meeting of any person who is disrupting the meeting to the extent that orderly conduct of the meeting is compromised.

Notice

General and special Board and Board committee meetings will be announced in accordance with the provisions of the Open Governmental Meetings Act. This includes publishing a notice of date, time, place and purpose of all meetings being noticed with the Secretary of State for posting on the Secretary of State's website at least five (5) business days prior to the date of the meeting. Calculation of days does not include the day of the meetings, weekends, or holidays. Such filing on the Secretary of States website shall also serve as notification of the meeting to the public and news media as required in West Virginia Code §6-9A-3.

Notice of meetings and agendas of the Board of Governors and Board committees shall be posted on the Concord University Board of Governors' website and outside of the President's office no later than five (5) business days before the meeting. Notice shall also be transmitted to each member of the Board of Governors no later than five (5) business days before a general or special meeting, and at least 24 hours prior to an emergency meeting. Notice shall include the purpose for the meeting, the time, date, and location of the meeting, and a contact person for special accommodations relating to disabilities.

The notice provisions of this section 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.

Presentations by Non-Board Members

At the discretion of the Chair, the president of the University, administrators, faculty members, staff (classified and non-classified) and members of the public may be recognized to address the Board or a committee during its meeting. The Board may set aside time as they deem appropriate for administrators, faculty, students and staff to discuss issues affecting these groups.

AUTHORITY FOR INTERPRETATION

The authority for interpretation of this policy rests with the Chair of the Board of Governors.

REFERENCE / AUTHORITY

West Virginia Code §6-9A-1 through §6-9A-12

Replaces Board of Governors Policy CU-GA-14, dated 7/26/2005

APPROVAL

Effective upon adoption by the Concord University Board of Governors.

Intent to Plan Approved by Concord University Board of Governors (Board): 06/09/2015

Policy Approved by the Board: 06/04/2019

Effective Date: 06/04/2019

Date Affirmed by WVHEPC: