

# University of Minnesota

BY LAWS  
of  
THE BOARD OF REGENTS



Approved May 9, 1939

## MEETINGS

### 1. REGULAR MEETINGS

The annual meeting of the board shall be held on the second Friday in May of each year. At the annual meeting the board may set its schedule of meetings for the ensuing year.

### 2. SPECIAL MEETINGS

Meetings of the board may be called by the president of the board or by any seven members thereof at such time and place as they may deem expedient, and a majority of said board shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time.

(Laws of 1851, Chap. 3, Sec. 17)

### 3. PLACE OF MEETINGS

All meetings of the board shall be held in the Regents Room of the Administration Building at the University of Minnesota unless otherwise ordered by the board.

### 4. QUORUM

A majority of the entire board shall be necessary to constitute a quorum. A smaller number may receive the reports of committees and declare an adjournment; and if a majority of the members of the executive committee are present, those present may resolve themselves into a meeting of that committee.

### 5. BUSINESS BEFORE THE BOARD

Departments of the University having matters for consideration by the board of regents shall submit the same in writing to the president of the board, at least fourteen (14) days before the date of the regular meeting of the board at which action is expected. The president may then refer these matters to the proper committee in order that the committee may report thereon to the board.

### 6. ORDER OF BUSINESS

The order of business unless otherwise ordered shall be as follows:

1. Approval of minutes
2. Staff changes
  - a. Retirements
  - b. Resignations
  - c. Appointments
  - d. Promotions and transfers
  - e. Salary adjustments
  - f. Leaves of absence
3. Special items of business
4. Discussion of problems and policies

## 7. RULES OF PROCEDURE

All business coming before the board shall be conducted according to Roberts rules of parliamentary procedure except as modified by the board. Each member of the board who is present shall vote on every question, unless excused from voting by the board. The ayes and noes shall be called and entered upon the request of any member of the board.

## 8. MINUTES OF PROCEEDINGS

Minutes of the proceedings of the board shall be kept by the secretary. He shall cause them to be printed, bound, and preserved. He shall deliver a copy to each member of the Administrative Committee of the University Senate and provide the library of the University with at least five copies. As soon as practicable after the record of proceedings has been perfected, the secretary shall transmit to each member of the board of regents a copy of such record. All lengthy reports shall be referred to in the minutes, and shall be kept on file as part of the University records; but such reports need not be incorporated in the minutes except as and when ordered by the board.

## OFFICERS OF THE BOARD

### 1. ENUMERATION OF

The officers of the board shall consist of president, first vice-president, second vice-president, secretary, assistant secretary, and treasurer. The chancellor of the University is ex-officio president of the board of regents. (Act of 1851 Chap. 3, Sec. 9). The vice-presidents shall be elected from members of the board, but the secretary, the assistant secretary, and the treasurer may or may not be members of the board.

### 2. MODE OF ELECTION AND TERM

The officers of the board, other than the president of the board, shall be elected by the board at the annual meeting in May of the odd numbered years and shall hold office for a term of two years and until their successors are elected and qualified. Prior to said election the president of the board shall name a nominating committee of three members of the board which committee shall prepare a list of candidates for these offices for board consideration, which list shall be submitted to all members of the board at least one week in advance of the annual meeting in May of the odd numbered years.

The chancellor (ex-officio president of the board) shall be elected by the board whenever there is a vacancy, and shall hold office during the pleasure of the board.

### 3. VACANCIES

In the event of a vacancy in any office of the board an election may be held for the unexpired term at any regular or special meeting of the board.

#### 4. DUTIES OF THE CHANCELLOR AS EX-OFFICIO PRESIDENT OF THE BOARD

The chancellor as ex-officio president of the board shall perform such duties as devolve upon him by law and as are usual to his office. He shall preside at all meetings of the board but a vice-president or a member may act as chairman of the board at his request. When the office of president of the board is vacant, or the president is absent, the first vice-president or, in his absence, the second vice-president, shall act as president pro tem.

#### 5. VICE-PRESIDENTS

The first vice-president, or in his absence the second vice-president, shall, in the absence of the president, perform all the duties of the president, and they shall at any time perform such duties as the board may direct.

#### 6. THE SECRETARY AND ASSISTANT SECRETARY

It shall be the duty of the secretary to record all the proceedings of the board and carefully preserve all its books and papers, and to perform such other duties as the board may direct. (Laws 1851, Chap. 3, Sec. 8)

In the absence of the secretary, his duties shall be performed by the assistant secretary.

#### 7. TREASURER

The treasurer shall keep a true and faithful account of all moneys received and paid out by him and shall give such bonds for the faithful performance of the duties of his office as the regents may require.

(Laws 1851, Chap. 3, Sec. 8)

### COMMITTEES OF THE BOARD

#### 1. STANDING COMMITTEES

There shall be the following standing committees:

- Executive and Finance
- Physical Plant
- Investments
- Budget

And such consulting committees with respect to units or activities of the University as the board may from time to time determine.

#### 2. MANNER OF APPOINTMENT

The president shall appoint all committees except as otherwise ordered by the board. The standing committees of the board shall be appointed at the annual meeting in May of the odd numbered years and shall hold office for a term of two years. The president shall fill vacancies arising from any cause whatsoever. The president of the board shall be a member ex-officio with power to vote, of all committees.

### 3. SPECIAL COMMITTEES

Special committees may be appointed at the will of the board to consider special subjects.

### 4. MEMBERSHIP

The executive and finance committee shall be composed of five members of the board of regents. The first vice-president of the board shall be a member and act as chairman of the committee.

The investment committee shall be composed of three members of the board of regents.

The other standing, consulting, and special committees shall be of the number determined by the board.

### 5. MEETINGS

Meetings of the committees may be called by the chairman and shall be called by the chairman upon the request of two members of the committee or upon the request of the president of the board. Whenever a meeting of any committee of the board is duly called, and one or more members of the committee meet, any member of the board not a regular member of the committee, who is present, may sit with the committee, and be deemed a member with all the powers of a regular member.

### 6. MINUTES OF PROCEEDINGS

The secretary of the board shall be the secretary of all standing and special committees. He shall keep the minutes of the meetings and when directed by the board shall cause them to be printed in the same form as the minutes of the board of regents and distribute them and preserve them among the records of the University.

### 7. DUTIES

The duties of the several standing committees shall be those indicated below and all actions of these committees shall be reported to and be subject to approval of the board of regents except as otherwise directed by the board.

The executive and finance committee shall have general supervision of the business affairs of the University. It shall represent and act for the board during intervals between meetings.

The physical plant committee shall have general supervision over the location and construction of new buildings and over major additions and improvements to land and buildings.

The investment committee shall have general supervision over the investment of all funds in the custody of the University.

The budget committee shall have general supervision over the preparation of the annual operating budget of the University and of the biennial legislative budget.

### AMENDMENT TO RULES

The rules may be amended by a majority vote of the whole board at any meeting, provided, however, that notice of any proposed change must be given in writing to the members of the board at least one week in advance of the meeting scheduled to consider such changes.