

COLORADO STATE UNIVERSITY SYSTEM

Policy and Procedures Manual

SUBJECT: GOVERNANCE

Policy 102: CSUS Board Meeting and Notice Policy

Board Policy:

The Board convenes regular meetings at least once a quarter in places, and on dates, and at times established by the Board according to a schedule published prior to the beginning of each Fiscal Year. The Board meets at least two (2) times annually in Fort Collins. The Board Chair has the discretion to convene special meetings of the Board in the case of an emergency and convenes special meetings on the request of the Governor of the State, or any three (3) Voting Members of the Board. In addition, the Board Chair has the discretion to alter the annual schedule of regular meetings under exigent circumstances.

Procedures:

- A. The Chancellor's Office notifies each Member, and all interested parties, of scheduled regular Board and Committee meetings at least seven (7) days prior to the scheduled meeting; and of special Board meetings as early as possible but no later than twenty-four (24) hours prior to the special meeting.
- B. The Chancellors Office provides official notice and agendas of all meetings of the Board or its committees as required by law, and posts the notice on the CSUS web site.
- C. Meetings of the Board require physical presence of members, unless other means of communication are authorized by the Chair, including conference calls, video conferencing, or electronic methods. Members participating by alternative methods of communication shall be deemed to be physically present for such meetings.
- D. Except as to certain matters outlined in Article VIII of the By-Laws, The Executive Committee of the Board may conduct business of the Board when the Board is not in session.