



## Ohio Administrative Code

### Rule 3361:10-1-04 Board of trustee bylaws: meetings.

Effective: April 1, 2019

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#### (A) Open meetings.

The board of trustees shall comply with all provisions of the Ohio open meeting law set forth in section 121.22 of the Revised Code.

#### (B) Regular meetings.

Unless otherwise noticed, regular meetings of the board shall be held on the fourth Tuesday following the conclusion of the committee meetings in August, October, December, February, April, and June at such time and place as shall be designated by the board or by the chairperson.

#### (C) Committee meetings.

Committee meetings of the board shall be held at such time and place as shall be designated by the board or by the chairperson. The schedule of regular committee meetings shall be available in the office of the board of trustees located in room 614, university pavilion, university of Cincinnati west campus; phone number: 513/556-3233; fax number: 513/556-5269; email address: board.trustees@uc.edu; mailing address: office of the board of trustees, university of Cincinnati, p.o. box 210062, Cincinnati, Ohio 45221-0062.

#### (D) Special meetings.

Special meetings of the board shall be called by the secretary upon the request of the chairperson, or any two members of the board, or of the president and one member of the board. The call for a special meeting shall be mailed either by regular U.S. mail or by electronic mail by the secretary, or personal notice given by him/her, as soon as practical prior to the date of the meeting. Such notice shall state the time, location and purpose of the meeting. At special meetings no business shall be transacted except that stated in the agenda.



(E) Notice of meetings.

Information concerning the date, time and place of each regular meeting of the board and its committees, and the date, time, place and purpose of each special meeting of the board and its committees, shall be made available by the executive director of board relations to members of the public during normal business hours in the office of the board of trustees located in room 614, university pavilion, university of Cincinnati west campus; phone number: 513/556-3233; fax number: 513/556-5269; e-mail address: board.trustees@uc.edu; mailing address: office of the board of trustees, university of Cincinnati, p. o. box 210062, Cincinnati, Ohio 45221-0062 and on the board's website at <http://www.uc.edu/trustees/meetings>. Persons desiring notice of any regular special meetings of the board at which a particular type of public business will be discussed may request such notice in writing to the executive assistant to the board of trustees and senior vice president for administration and finance, including with the request a sufficient supply of self-addressed stamped envelopes for mailing the notice. For special meetings, the executive assistant to the board of trustees and senior vice president for administration and finance shall give the news media that have requested notification at least twenty-four hours' advance notice, except where there is an emergency requiring immediate action, in which case the executive assistant to the board of trustees and senior vice president for administration and finance shall notify said news media immediately of the time, place, and purpose of the meeting.

(F) Quorum.

A majority of the regular members of the board shall constitute a quorum to do business and a majority vote of those present shall be sufficient to adopt any motion or resolution, provided that the vote of a majority of all the board shall be necessary to elect or remove any senior administrative officer or any member of a faculty of the university; to adopt and revise the annual budget; and to amend or rescind a bylaw of the board. A roll call shall be taken upon any action involving the expenditure of money.

(G) Order of business.

The usual order of business at meetings of the board shall be as follows:



- (1) Roll call;
  - (2) Minutes of the previous meeting;
  - (3) Consideration of action items;
  - (4) Unfinished and new business; and
  - (5) Adjournment
- (H) Speakers at meetings.

Persons who wish to speak at board or committee meetings shall do so through their representatives or by receiving prior permission through the secretary. Speakers shall be limited to five minutes and shall submit their requests, in writing, at least fourteen days prior to the meeting at which they wish to speak.

- (I) Parliamentary authority.

The proceedings of the board, when not otherwise provided for by its bylaws, shall be governed by "Robert's Rules of Order." Every motion shall be reduced to writing upon the request of a member.