



BOARD OF TRUSTEES CANDIDATE ADVISORY COUNCIL

PROCEDURAL RULES

Adopted October 26, 1993

Amended December 3, 1999

Amended October 10, 2003

Amended January 6, 2006

Introduction

The Candidate Advisory Council for the Board of Trustees of the Minnesota State Colleges and Universities was established by the Minnesota Legislature in 1991 to advise the Governor in the selection of members to the Board of Trustees of the Minnesota State Colleges and Universities. Its duties are to develop a description of the duties of Board of Trustees members, outline criteria to be applied in recommending candidates, and identify and recruit at least two, and not more than four, qualified candidates for each opening on the Board.

The Council consists of twenty-four members appointed according to the statutory provisions establishing the Council (Minn.Stat. 136F.03). Pursuant to Minn.Stat. 15.0575, members are appointed to staggered six-year terms.

For purposes of conducting its business expeditiously, the Council has adopted the following procedural rules.

Rules Adopted by the Council

I. Officers

1. The officers of the Council shall be a Chair and one or more Vice Chairs as the Council shall deem advisable for the effective conduct of its business.
2. Officers shall be elected by a majority of the Council for two-year terms and shall serve until their successors are elected.
3. The Council shall regularly elect officers at its first biennial meeting (Section III, 1.) following biennial appointments to the Board of Trustees. In the event of a vacancy, for whatever cause, the Council may elect an officer to complete the vacated term at any meeting by majority vote.

II. Powers and Duties of the Officers

1. The Chair shall preside at all meetings of the Council, shall have a right to vote on all questions, shall appoint to all committees after consultation with the Council, shall schedule meetings and establish the agenda of meetings in consultation with the Council, shall be responsible for notice

of meetings, and shall have such other powers and duties as the Council from time to time may prescribe. The chair, in consultation with the Executive Committee, may extend the deadline for candidate applications when the number of applications received before the deadline is determined to be inadequate.

2. The Vice Chair(s) shall perform such duties as may be delegated by the Chair or prescribed from time to time by the Council. In the absence of the Chair, the Vice Chair designated by the Chair shall perform the duties of the Chair.

III. Meetings

1. The biennial meeting of the Council shall be called in the fall of the odd-numbered years to review its proceedings, elect officers in accord with Section I, #3 of these procedures, establish committee memberships, conduct other business, and establish a schedule of regular meetings as required to carry out its duties and responsibilities.
2. Special meetings may be held at the call of the Chair, and it shall be the duty of the Chair to call a special meeting within thirty days at the request of five members of the Council.
3. Written notice of all meetings shall be sent to each member of the Council at least seven days before the date of the meeting. In the case of special meetings, the notice shall state the purposes of the meeting, and no business shall be transacted that does not relate to the purpose stated.
4. Whenever notice is required under the provision of these rules, a waiver of notice signed by the persons entitled to notice shall be deemed equivalent to waiver of the notice provision. Attendance at any meeting shall be conclusively deemed a waiver of notice unless the member appears at the meeting solely to object to the legitimacy of the meeting.
5. A majority of the current Council membership shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a majority of the members present and voting at a duly called meeting of the Council or of any committee shall be the act of the Council, or the committee, except as may be provided by statute or these rules. Once a quorum has been determined, there shall be no further quorum calls and business may be conducted by a majority vote of those present and voting.
6. Meetings shall be conducted according to Robert's Rules of Order, except as otherwise provided in these rules.
7. Minutes of all meetings of the Council and committees of the Council shall be distributed to members of the Council.

IV. Committees

1. Standing committees shall be established as the Council deems advisable for carrying out its duties and responsibilities. The Chair and other members of standing committees shall be appointed by the Chair of the Council after consultation with the Council.

2. The Executive Committee shall consist of the Chair, Vice Chair(s), and two at-large members nominated by the Chair and approved by the full council.
3. The Council, through action taken in accord with provisions outlined in Section III, #5 of these procedures, may at any time make adjustments to the name and/or charge of any of its standing committees.
4. A standing committee may be discontinued in accord with Section VI, Amendment of Rules, of these procedures.
5. The Chair of the Council, after consultation with the Council, may appoint special committees to assist in the business of the Council.

V. Communication Policy with the Governor and the Legislature

The Candidate Advisory Council for the Board of Trustees of the Minnesota State Colleges and Universities wishes to maintain clear and open communications with the Governor and the legislature. The following policies will guide the Council and its members in its relations with both the Governor and the legislature.

1. In accordance with the guidelines for conduct for the Council, the chair is the primary and official spokesperson for the Council and the only person authorized to speak for the Council. The chair, at his/her discretion, may delegate this responsibility to other members of the Council. Members of the Council speaking with the Governor and/or legislators will emphasize that they are speaking as individuals and not for the Council unless expressly authorized by the chair.
2. The Governor, legislative leadership and the leadership of the Higher Education Committees in the House and Senate (both majority and minority), will receive copies of Council minutes and documents.
3. If other legislators express an interest, they shall be sent the same written materials.
4. It is inappropriate for Council members to lobby on behalf of individual candidates for the Board of Trustees.

Effective proactive and reactive executive and legislative communications can help ensure that our end product will be understood and accepted for what it is: a good faith, intelligent endeavor to recommend worthy people as nominees for the Board of Trustees.

VI. Amendment of Rules

These rules may be changed or amended at any meeting of the Council by a two-thirds vote of those present, provided notice of the substance of the proposed amendment is sent to all members of the Council at least seven days before the meeting.