





**SECTION 4**  
**Conduct of Board Meetings**

- 4.1 **Quorum Required.** A quorum shall be required for each meeting of the Board and for the transaction of any business. A majority of all members of the Board qualified to serve and vote at the time shall constitute a quorum.
- 4.2 **Order of Business.** The order of business at a meeting shall normally be: roll call, approval of minutes and ratification of actions taken at the previous meeting, KUDOS, resolutions, public hearings, public comment, university consent agenda, university administrative agenda, additional business, and adjournment.
- 4.3 **Role of the Chairperson.** The Chairperson, or the Vice Chairperson in the absence of the Chairperson, shall preside over each meeting. The Chairperson shall decide all procedural and parliamentary questions which arise. In the absence of a controlling Standing Rule or Regental Bylaw or Pol

- 4.6 **Reconsideration.** Any item acted upon by the Board may be reconsidered upon a motion to reconsider. Any member of the Board who voted on the prevailing side of the motion may make a motion to reconsider; provided, however, a motion to reconsider shall be in order only during the meeting at which the original vote was taken on the specific item which is the subject of the motion to reconsider or at the next scheduled meeting of the Board.
- 4.7 **Emergency Item.** Items not appearing on the agenda may be taken up on an emergency basis. Any member of the Board requesting emergency considering of an item shall make a motion to that effect which specifies the subject to be considered. If seconded and approved by a majority vote of the quorum present, the emergency item may then be moved, seconded, discussed, and disposed of in the same manner as any other matter which comes before the Board for action.
- 4.8 **Closed Sessions.** The Board may hold closed session in accordance with the provisions of the Nebraska Open Meetings Law (Neb. Rev. Stat. §§ 84-1408 to 84-1414).

## **SECTION 5 Appearances Before the Board**

- 5.1 **Right of Public to Appear.** In accordance with provisions of Neb. Rev. Stat. § 84-1412, the public shall have the right to attend meetings of the Board and to speak on matters related to Board and university business.
- 5.1.1 Any person may appear before and address the Board concerning any item on the agenda for that meeting without notice. Individual appearances before the Board will be limited to three (3) minutes.
- 5.1.2 Any person may appear before and address the Board on any matter concerning the Board or the university not on the agenda by notifying the Corporation Secretary at least twenty-four (24) hours in advance of the meeting at which the person desires to address the Board; provided, however, the Board will not hear or consider those matters listed in Section 5.2 of these Rules. Individual appearances before the Board will be limited to three (3) minutes.
- 5.1.3 Any person who desires to present written testimony must deliver the following information to the

specifies that the decision may be appealed to the Board, and all previous steps within the appeal process have been completed.

- 5.2.2 The Board by vote of a majority of the quorum present reserves the right not to hear matters which are the subject of judicial or administrative proceedings to which the Board, any of its members, or any member of the university faculty or staff is a party.

## **SECTION 6 Records of the Board**

- 6.1 **Minutes.** The minutes of the Board shall reflect only official actions of the Board with the exception that, when necessary, the Corporation Secretary has the authority to reflect the intention of the Board as a whole or a policy statement by the President. The Corporation Secretary shall, within ten (10) working days after each meeting, prepare the minutes of the meeting and post them on the university website. The Minutes of each meeting shall be presented for approval at the next scheduled meeting of the Board. The official Minutes of the Board shall be kept in the office of the Corporation Secretary and be available for public inspection upon request during normal business hours. Copies of the Minutes may be obtained upon payment of a fee established by the Corporation Secretary.
- 6.2 **Documents File.** The Corporation Secretary shall maintain a Documents File, in either hardcopy or electronic format, for each meeting which shall include a copy of the agenda for and any supplementary materials relating to the meeting.

## **SECTION 7 Waiver of and Amendments to Standing Rules of the Board**

- 7.1 **Waiver.** The Board may, by motion adopted by an affirmative vote of at least five (5) Regents qualified to serve and vote at the time the vote is taken, waive all or part of these Standing Rules of the Board for any or all of any given Board meeting.
- 7.2 **Amendments.**