

1. Title

Procedure

2. Rule and Regulation

- Sec. 1 Importance of Attendance. Recognizing the broad authority and responsibility vested in the Board of Regents for the governance and operation of The University of Texas System, there is a specific expectation that members of the Board understand and recognize the importance of attendance at Board and committee meetings and will make a sincere commitment to attend as many of these as possible.
- Sec. 2 Rules of Order. *Robert's Rules of Order*, when not in conflict with the provisions of these *Rules and Regulations*, shall be the rules of parliamentary procedure when the Board or any of its committees is in session.
- Sec. 3 Open and Closed Meetings. Meetings of the Board of Regents shall be open to the public and the press, unless otherwise determined by the Board, in accordance with law.
- Sec. 4 Matters Referred to Committees. To the extent practicable, all subjects and matters requiring Board action shall be referred to the appropriate standing committee for consideration and recommendation before action is taken by the Board. If the matter could be considered by more than one committee, the Chairman of the Board will determine the appropriate referral.
- Sec. 5 Communication with Staff and Faculty. It is the responsibility of each Regent to be knowledgeable in some detail regarding the operations, management, finances, and effectiveness of the academic, research, and public service programs of The University of Texas System, and members of the Board of Regents have the right and authority to inform themselves as to their duties, responsibilities, and obligations in such a manner as they may deem proper. Members of the Board of Regents are to be provided access to such personnel and information as in their individual judgments will enable them to fulfill their duties and responsibilities as Regents of The University of Texas System. The regular channel of communication from members of the Board to the faculty, staff, and administration is through the Chancellor, the appropriate Executive Vice Chancellor, and the president of the institution involved, and a copy of any

communication sent by a Regent directly to any member of the faculty, staff, or administration should be furnished to the Chancellor, the appropriate Executive Vice Chancellor, and the president of the institution involved; however, individual Board members are not precluded from direct participation and communication with the presidents, faculty, staff and students of the U. T. System.

- Sec. 6 Request to Provide Public Testimony on an Agenda Item. Members of the public are allowed to present written and oral testimony, for a reasonable amount of time as determined by the Chairman of the Board, on any topic listed on the agenda for a Committee or Board meeting that is open to the public. Testimony on topics not listed on the agenda will not be allowed. Members of the public wishing to present testimony shall provide their name and agenda topic they wish to address to the General Counsel to the Board of Regents at least 24 hours in advance of the meeting. Insofar as possible, any person who provides oral testimony before the Board shall provide a written statement of the substance of such person's testimony to the General Counsel to the Board in sufficient time for copies to be distributed to the Regents prior to the meeting. The Board shall consider the public testimony presented to the Board on an issue before making a decision on the issue. The Chairman or a majority of the Board may prescribe sanctions against any person exceeding established time limits or speaking on a topic not relevant to the agenda topic.
- Sec. 7 Disruption of Meetings Prohibited. The disruption of a meeting of the Board of Regents or its committees or any other meeting, procession or gathering sponsored by the Board is prohibited. A person is in violation of this provision if, with intent to prevent or disrupt a lawful meeting of the Board, its committees or any other meeting, procession, or gathering sponsored by the Board, he obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance. If possible the individual chairing the meeting or the General Counsel to the Board, other authorized University official or a law enforcement officer should clearly identify the disruptive conduct or verbal utterance and request that the person responsible for the disruption desist.
- 7.1 Signs and Banners. Persons may display a sign at a Board or committee meeting by holding or carrying it by

hand or otherwise attaching it to their person. No advance permission is required.

(a) Any person holding or carrying a sign shall exercise due care to avoid bumping, hitting, or injuring any other person.

(b) Any person holding or carrying a sign shall exercise due care to avoid blocking the view of any other person observing the Board or Committee meeting. This may mean that signs may be displayed only around the perimeter of a room or an audience.

(c) No person shall display, hold or carry a sign in violation of *Texas Penal Code* [Section 42.05\(a\)](#).

Sec. 8 Distribution of Material to the Board. All official material to be distributed to the Regents shall be transmitted through the Office of the Board of Regents. The regular channel of communication from the faculty, staff, students, and administration to the Board is through the president of the institution involved, the appropriate Executive Vice Chancellor and the Chancellor. Communications from the Faculty Advisory Council, the Student Advisory Council, and the Employee Advisory Council to the Board are through the Chancellor. A copy of any communication sent directly to a Board member should be furnished to the Chancellor, the appropriate Executive Vice Chancellor, and the president of the institution involved.

8.1 Docket. A compilation of matters that are required to be reported to or approved by the Board via a docket format shall be prepared as directed and approved by the Chancellor, Executive Vice Chancellors, and Vice Chancellors, as appropriate.

8.2 Agenda. Each matter to be considered at a meeting of the Board or a committee of the Board as an Agenda Item shall be accompanied by a summary of the facts pertaining thereto, the need for action thereon, and the recommendations of the Chancellor, and Executive Vice Chancellor, Vice Chancellor, and/or president of an institution involved, where appropriate. Where contractual awards are involved, the summary shall show the method of competition, if any, the names and offers of all

interested parties, and generally sufficient information to show the reasons for and fairness of each transaction.

(a) Except in the case of an emergency, all proposals that are to be considered by the Board or a committee of the Board shall be presented to System Administration in sufficient time to allow review prior to transmittal to the General Counsel to the Board of Regents.

(b) The Agenda Book for a Board meeting shall be provided to each member of the Board approximately two weeks in advance of the meeting, to the extent possible.

Sec. 9 Report to Press on Actions of Board. Reports on actions of the Board on matters of public interest will be given to the press as promptly as possible. These press reports shall be under the direction of the Chairman of the Board of Regents, the Chancellor, or their designated representatives.

Sec. 10 Political or Controversial Matters. The Board of Regents reserves to itself the responsibility for passing upon matters of a political or obviously controversial nature, which represent an official position of the U. T. System or any institution or department thereof. Statements on such matters shall be made by the Chairman of the Board or the Chancellor. Without the advance approval of the Board, no Regent, officer, or faculty or staff member shall make or issue any public statement on any political or other subject of an obviously controversial nature which might reasonably be construed as a statement of the official position of the U. T. System or any institution or department thereof. It is not the intent of this policy statement to stifle the right of freedom of speech of anyone speaking in a personal capacity where that person makes it clear that he or she is not speaking for the U. T. System or any of the institutions. Statements on matters of an emergency nature shall be cleared by the Chancellor with the Chairman of the Board.

3. Definitions

Sign – any method of displaying a visual message to others.

4. Relevant Federal and State Statutes

Texas Education Code [Section 51.357](#) – Public Testimony at Certain Meetings of Governing Boards of General Academic Teaching Institutions

Texas Penal Code [Section 42.05\(a\)](#) – Disrupting Meeting or Procession

5. Relevant System Policies, Procedures, and Forms

None

6. Who Should Know

Board of Regents
Faculty
Staff
Students

7. System Administration Office(s) Responsible for Rule

Office of the Board of Regents

8. Dates Approved or Amended

August 11, 2005
December 10, 2004

9. Contact Information

Questions or comments regarding this Rule should be directed to:

- bor@utsystem.edu