



REGENT CANDIDATE ADVISORY COUNCIL

PROCEDURAL RULES

Introduction

The Regent Candidate Advisory Council was established by an act of the Legislature of the State of Minnesota in 1988 to advise the Legislature in the election of regents of the University of Minnesota. Its current duties are to: 1) develop a statement of selection criteria to be applied and a description of the responsibilities and duties of a regent, and shall distribute this to potential candidates; 2) identify and recruit qualified candidates for the Board of Regents, based on the background and experience of the candidates, their potential for discharging the responsibilities of a member of the Board of Regents, and the needs of the board; and 3) recommend to the Joint Legislative Committee at least two, and not more than four, qualified candidates for each opening on the Board of Regents by January 15 of each odd-numbered year. The council consists of twenty-four members appointed according to the provisions of the legislative act establishing the council. The members are appointed to six-year terms with one-third appointed each even-numbered year, however the student members are appointed to two-year terms with two students appointed each even-numbered year.

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. ~~The officers will constitute the council's Executive Committee.~~
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 first election of officers shall be for terms to expire at the annual meeting. Subsequently, the council shall regularly elect officers at its first biennial meeting (Section III, #1) following biennial appointments to the Board of Regents. 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 chairpersons 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 ~~executive committee chair~~ 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 filled positions on the council 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 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 (Section 1, #1), the~~ Nominating Committee, the Recruitment Committee, the Document Review Committee, the Interview Process and Questions Committee and the Candidate Orientation Committee shall be the standing committees of the Regent Candidate Advisory 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 change of any of its standing committees.
4. A standing committee may be discontinued in accord with Section V, Amendment of Rules, of these procedures.
5. The chair of the council, after consultation with the council, may from time to time, appoint special committees to assist in the business of the council.

V. 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.

Adopted May 4, 1990
Revised April 10, 1992
Revised January 10, 2003
Revised August 11, 2006
Revised August 20, 2008