

Board of Visitors

Texas A&M University At Galveston

Policy, Organization, Procedures



As approved by the Texas A&M University System
Board of Regents
December 2006
Revised January 2014

BOARD OF VISITORS
TEXAS A&M UNIVERSITY AT GALVESTON
POLICY, ORGANIZATION, PROCEDURES

I. POLICY

The Board of Visitors (Board) of Texas A&M University at Galveston provides advice to the Chief Executive Officer (CEO) of Texas A&M University at Galveston on all matters pertaining to the organization, welfare, and advancement of Texas A&M University at Galveston.

II. ORGANIZATION

A. Authority

The Texas A&M University at Galveston Board of Visitors was created by the Texas A&M University System Board of Regents Minute Order 283-75.

B. Composition

The total membership is limited to no more than 55 members. Members will be recommended by the Vice President and CEO of Texas A&M University at Galveston, in consultation with the Board of Visitors, and approved by the President of Texas A&M University, with notice going to the Chancellor of The Texas A&M University System. The Board of Regents of The Texas A&M University System then appoints each member.

C. Tenure

Each Visitor serves a term of three years, unless he/she is filling an unexpired term. Appointments to fill unexpired terms will be for the remainder of that term only. The Board of Regents, at its pleasure, may reappoint a Visitor at the expiration of his/her term. However, Visitors will not serve more than two consecutive three-year terms.

D. Meetings

The Board of Visitors of Texas A&M University at Galveston will meet at least biannually on the campus of Texas A&M University at Galveston, although the Vice President and CEO may change the meeting schedule and locations.

E. Officers

There will be three officers of the Board: Chairman, Vice-Chairman, and Secretary.

1. Chairman

The Chairman will be an elected member of the Board.

2. Vice-Chairman

The Vice-Chairman will be an elected member of the Board.

3. Secretary

The Secretary will be a member of the Texas A&M University at Galveston staff appointed by the Vice President and CEO.

III. PROCEDURES

A. Meetings

1. Scheduled Meetings

The Texas A&M University at Galveston Board of Visitors will meet at least biannually. The Vice President and CEO of Texas A&M University at Galveston will recommend specific meeting dates to the Board and organize the meetings when a date has been selected.

2. Unscheduled Meetings

There will be unscheduled meetings of the Board of Visitors as called by the Chairman and the Vice President and CEO.

3. Location

Scheduled and unscheduled meetings will normally be held on the Mitchell Campus of Texas A&M University at Galveston. The Vice President and CEO of Texas A&M University at Galveston may designate another site for a specific meeting.

4. Guests

The members of the Board of Visitors and the Vice President and CEO of Texas A&M University at Galveston may invite guests to any meeting as they deem appropriate.

5. Presiding Officer

The Presiding Officer at any meeting will be the Chairman or, in his/her incapacity or absence, the Vice-Chairman. If neither is present, the Presiding Officer will be a Visitor who is selected by majority vote of the Visitors present.

6. Recording Officer

The official record of a meeting will be kept by the Secretary. During his/her absence from any meeting, the Vice President and CEO of Texas A&M University at Galveston will appoint, another member of the University staff to act as Recording Officer.

7. Quorum

A scheduled or unscheduled meeting will be constituted when at least 50% of the Visitors are present.

8. Rules

Insofar as they do not conflict with these Procedures, Roberts' Rules of Order will serve as the procedural rules for the Board.

B. Officers

1. Positions

There will be two elected officers and one appointed officer of the Board: Chairman (elected), Vice-Chairman (elected), and Secretary (appointed).

a. Chairman

The Chairman will preside at all scheduled and unscheduled meetings at which he/she is present. He/She will represent the Board on all appropriate occasions, and he/she will speak for the Board on suitable topics after first ascertaining the will of the membership.

b. Vice-Chairman

The Vice-Chairman will act for the Chairman when the Chairman is incapacitated or absent.

c. Secretary

The Secretary will maintain the official records of the scheduled and unscheduled meetings.

2. Selection

The elected officers of the Board will be selected by majority vote of the voting representatives at a regularly scheduled meeting, providing a quorum is present. If a quorum is not present, the officers will be elected at the next scheduled or unscheduled meeting at which a quorum is present. The Board may decide to allow balloting to occur by electronic or telephonic means between scheduled meetings.

3. Term

The elected officers will take office immediately and will hold office until relieved at a regularly scheduled meeting, or when new officers are elected.

4. Resignation

An elected officer may resign his/her position by submitting a written statement to the Vice President and CEO. The effective date for such a resignation will be the scheduled meeting immediately following submission of the resignation. The unexpired term of that officer may be filled by a majority vote of the Visitors present at that scheduled meeting, providing a quorum is present. If a quorum is not present, the position will be filled at the next scheduled or unscheduled meeting at which a quorum is present. The Board may decide to fill an unexpired term of an officer through balloting by electronic or telephonic means between scheduled meetings.

C. Committees

Upon recommendation of the Vice President and CEO the Board may create or eliminate committees to address specific topics in order to effectively carry out its function. Appointment of committee members will be made by the Board Chair, in consultation with the Vice President and CEO. Meetings of Board committees may be held as determined by the Committee Chair or the Vice President and CEO.

D. Amendments

These Procedures may be amended by two-thirds vote of the total Board provided the following provisions are met:

1. Notice of such amendment, complete with the text proposed, is given at or before (by electronic means) the scheduled meeting prior to the vote.
2. That the text of the amendment and the text of that section of the Procedures to be amended are included in the Minutes delivered to each Visitor prior to the vote being held.
3. The text of the amendment and the text of that section of the Procedures to be amended are approved by the Texas A&M University System Board of Regents.
4. A current copy of the bylaws of the Board of Visitors shall be filed with the Texas A&M University System Board of Regent's executive director.