

BOARD OF VISITORS

The UAHT Board of Visitors (BOV), appointed by the Board of Trustees, consists of ten representative members of the community. Its members are representatives of the community. In the formation of the Board of Visitors, the System Board established it to have advisory oversight of the campus, of the budget, and the establishment of the tuition and fees. The Board of Visitors is the entity responsible to the University of Arkansas System Board of Trustees for the expenditure of locally raised tax funds on behalf of the institution. The advisory authority of the Board of Visitors is defined in the merger approved by the University of Arkansas Board of Trustees on February 13, 1996. A complete list of the Board of Visitors, may be found www.uaht.edu and in the Office of the Chancellor.

Policy 1110: Orienting New Board of Visitors Members

It is the responsibility of the Board of Visitors, assisted by the Chancellor, to orient each new member to the BOV's functions, policies, and procedures before he or she takes office. BOV appointees are provided with a copy of the College's policies and bylaws and other selected materials pertinent to the responsibilities of being a part of the BOV. Appointees are invited to all board meetings and executive sessions and may participate in discussions. Appointees may meet with the Chancellor and any other administrative personnel to discuss services performed as a member of the BOV.

Policy 1115: Reimbursement for Expenses

Generally, Board of Visitors members serve without remuneration, except that board members may be reimbursed for travel and incidental expenditures under the same general policies as the staff. [See UAHT Policy 2020]

Policy 1125: Determining Agenda

The College Chancellor develops the Board of Visitors meeting agenda and provides information material about the agenda items. The agenda and informational materials are mailed or electronically delivered to the board members at least three (3) days prior to the meeting. Requests for placing items on the agenda must be given to the Chancellor in sufficient time to place them on the agenda and prepare backup materials.

Policy 1130: Procedures to be followed by Board of Visitors

The following procedures are followed at board meetings:

1. The Chair calls the meeting to order promptly at the appointed hour.
2. The Chair does not wait for a discussion of a motion if none is readily forthcoming but proceeds to call the vote.
3. The Chair may discuss items under consideration without relinquishing the gavel.
4. As a general rule, verbal presentations become agenda items for later meetings.
5. Items on the agenda which require extended deliberation are taken up at special meetings.

Policy 1135: Discussion Unlimited

Discussion is unlimited so long as it applies to the matter before the BOV or the matter under discussion. A member may vote to limit discussion, and the Chairperson may limit discussion to the matter before the group. The Chair may limit the time of citizens appearing before the BOV so that all who wish to be heard may have the opportunity.

Policy 1140: Adequate Information to Precede Action

Except in emergencies, the Board of Visitors should not attempt to decide upon any question before examining and evaluating any information requested that the BOV consider. The Chancellor may examine and evaluate all such information and recommend action before the Board of Visitors makes a decision.

Policy 1145: Recorder

The Administrative Assistant of the Chancellor is the official recorder and is the official custodian of the records of the College, and performs all duties required by the Board of Visitors and all duties hereinbefore or hereinafter provided in these rules. The recorder also attests all public acts of the College, affixes thereto, when necessary, the seal of the College, and prepares and serves, or cause to be prepared and served on the members in due time, notices of all regular and special meetings of the Board of Visitors. The recorder is the custodian of the official historical records and seal of the College.

Policy 1160: Parliamentary Procedure

Unless otherwise provided in the Board's bylaws, all BOV meetings are in accordance with Roberts' Rules of Order.

Policy 1165: Voting by Member Reconsideration

No member of the Board of Visitors may vote by proxy. Every member present must vote on all questions, unless excused by the Chair. The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session; and the matter as thus finally decided may not be revived within a period of three months, unless by consent of a two-third majority vote of the BOV.

Policy 1185: Board of Visitors Member Code of Conduct

A Board of Visitor's member should:

- Understand that the basic function is "advisory".
- Refuse to "play politics" in either the traditional partisan or in any petty sense.
- Respect the rights of College patrons to be heard at official meetings.
- Recognize that authority rests only with the Board of Visitors in official meetings.

- Recognize that they have no legal status to act for that Board of Visitors outside of official meetings.
- Refuse to participate in "secret" or "star chamber" meetings, or other irregular meetings which are not official and which all members do not have the opportunity to attend.
- Refuse to make commitments on any matter which should properly come before the Board as a whole.
- Make decisions only after all available facts are presented and bearings on a question have been presented and discussed.
- Respect the opinions of others and graciously accept the principle of "majority rule" in board decisions.
- Recognize that the Chancellor should have full administrative authority for properly discharging professional duties within limits of established board policy.
- Recognize that the Chancellor is the educational advisor to the Board and should be present at all meetings of the board, except when the Chancellor's contract and salary are under consideration.
- Refer all complaints and problems to the proper administrative office and discuss them only at a regular meeting after failure of administrative solution.
- Present personal criticisms of any school operation directly to the Chancellor rather than to College personnel.
- Insist that all school business transactions be on an ethical basis.
- Refuse to use their position on the Board for personal gain.
- Refuse to bring personal problems into board considerations.
- Advocate honest and accurate evaluation of all past employees when such information is requested by another college district.
- Give the staff the respect and consideration due skilled professional personnel.

Policy 1190: Attendance at Board of Visitors Meetings

Board of Visitors meetings are open to the public.