

# ASU System Policy

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**Effective Date: May 15, 2009**

**Subject: Presenting Matters to the Board of Trustees**

**Category: Governance 6.01**

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## **1. Purpose**

The Board of Trustees is charged with the management and control of the Arkansas State University System. In order to provide information pertinent to the board=s decision making process, individuals may request to be placed on the agenda at board meetings.

## **2. Arkansas State University System Presenting Matters to the Board of Trustees Policy**

The Arkansas State University Board of Trustees will place on the agenda matters pertinent to the welfare of the ASU System.

## **3. Process**

- A. Matters for consideration at meetings of the Board of Trustees must appear on the official agenda, except for emergencies which are defined in Section E below.
- B. Matters for the agenda shall be submitted to the president of the system at least (14) days prior to the meeting of the board during which they are to be considered.
- C. An individual desiring to present a matter to the board shall submit to the president of the system a written petition requesting to be placed on the agenda. The written petition shall include the following information:
  - I. Name, address and telephone number of petitioner
  - II. Subject of petition
  - III. Review of discussions held with the university=s administrative staff to achieve relief germane to the matter to be considered, including confirmation that all official procedures of the university have been exhausted prior to the petition
  - IV. Names of others who are participating in the petition and those whose interests will be affected
  - V. Whether an oral presentation to the board is being requested

- D. The president may accept or decline the petition for board consideration.
  - I. If declined, the petitioner may appeal to the chair of the board by forwarding to the chair the petition previously submitted. The decision of the chair of the Board of Trustees is final.
- E. An emergency situation as referred to in Section A above shall be determined by the president of the system or the chair of the Board of Trustees. If a situation is ascertained to be an emergency, the time period in Section B shall be waived.
- F. Members of the Board of Trustees reserve the right to place matters on the agenda at any time.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-29, supercedes the Presenting Matters to the Board of Trustees Policy of April 7, 1973.)