

**681—11.1(262) Organization.**

**11.1(1)** *President and president pro tem.* Prior to May 1 in even-numbered years, a president shall be elected by the board of regents from its members for a two-year term to commence on May 1 in even-numbered years. A president pro tem shall be elected at the same meeting at which the board president is elected. If a vacancy occurs in the office of board president, the president pro tem shall serve as president until such time as a new president is elected by the board. If a vacancy occurs in the office of president pro tem, a successor shall be elected by the board of regents from its members as soon as practicable.

**11.1(2)** *Duties of the president.* The duties of the president include presiding at all meetings of the board, appointing members of all committees and task forces with the consent of the board of regents, executing, with the executive director, such instruments and contracts as may be ordered by the board, and performing such other duties as may be assigned by the board. The president of the board shall serve as an ex officio, nonvoting member of all standing committees.

**11.1(3)** *Executive director.* The executive director is appointed by the board. The duties of the executive director include recording proceedings of the board, preserving the documents and records of the board, providing a meeting agenda to the board, administering the board office, providing such staff work as may be necessary to assist the board in its planning and decision making, participating in budget preparation and presentation to the board, maintaining liaison between the board and other state agencies, providing information to the general assembly and the public, participating in the preparation and completion of matters relating to financing of capital improvements, and such other duties as may be assigned by the board.

**11.1(4)** *Submissions and requests.* Inquiries, submissions, petitions, and other requests directed to the board of regents may be made by letter or electronic message addressed to the executive director using the contact information available on the board of regents website.

Any person may petition for a written or oral hearing before the board. All requests for a hearing must be in writing and state the specific subject to be discussed and the reasons why a personal appearance is necessary if one is requested.

The executive director shall cause the subject matter of the petition to be investigated and determine whether a request is to be granted.

If the board grants a hearing, it shall be conducted in the manner prescribed by the board. The board may decide to grant a written hearing, an oral hearing, or both.

**11.1(5)** *Adoption of rules and policies.* The board of regents is the policymaking body representing the citizens of Iowa. It establishes goals and monitors progress toward those goals to ensure that the institutions under its governance accomplish their mission. The board of regents adopts rules and policies having general application to the institutions subject to its governance. The president of each institution is delegated the authority to adopt policies as may be appropriate for the operation of the individual institution and which are not inconsistent with the general rules and policies adopted by the board. The board of regents retains the authority to rescind any institutional policy.

**11.1(6)** *Meetings.* The board meets regularly throughout the year. The schedule of meetings may be established by the executive director and will be made available to the public at the office of the board of regents and on the board of regents website.

Six members of the board shall constitute a quorum for a meeting of the full board of regents. The number of votes required to constitute a majority for a given purpose shall be a majority of those present, assuming a quorum. Except where otherwise required by statute or these rules, the board shall conduct its meetings according to Robert's Rules of Order.

Members of the public are permitted to attend meetings of the board of regents to the fullest extent required by Iowa Code chapter 21, the Iowa open meetings Act. The president of the board of regents reserves the right to have individual attendees removed from any board meeting if the attendee engages in behavior that materially interferes with the board's ability to conduct the meeting or other attendees' ability to observe or hear the proceedings.

**11.1(7)** *Committees.* The board of regents may establish standing committees of the board, interinstitutional committees of professionals drawn from the institutions and staff under its governance,

and special committees or task forces. The function of any committee or task force shall be set by the president of the board of regents.

This rule is intended to implement Iowa Code sections 262.9 and 262.12.

[ARC 5951C, IAB 10/6/21, effective 11/10/21]