

OPERATING POLICIES AND BY-LAWS
UNIVERSITY OF ARKANSAS AT LITTLE ROCK
BOARD OF VISITORS

OPERATING POLICIES

Preamble

These Operating Policies are established in keeping with the letter and spirit of the "Agreement of Merger and Plan of Transition" of August 17, 1967, which was agreed to by the Board of Trustees of the University of Arkansas and the Board of Trustees of Little Rock University, and which led to the creation on July 1, 1969 of the University of Arkansas at Little Rock as a major campus of the University of Arkansas. They are intended to clarify the role of the Board of Visitors in contributing to the sound growth and development of the University of Arkansas at Little Rock, and thereby, the University of Arkansas and public higher education generally. In keeping with the provisions of the merger agreement, the Board of Visitors is charged with the responsibility for advising the Chancellor of the University of Arkansas at Little Rock, the President of the University of Arkansas and the governing body of the University, the Board of Trustees, with respect to means of maintaining high standards in the development and operation of UALR as a major urban institution of higher education.

UALR occupies a unique role among the campuses of the University of Arkansas and among the institutions of higher education in the State. Its location in Little Rock, the major metropolitan center in the state and the site of most state government functions, provided special educational opportunities and challenges for UALR. In order to meet these special challenges, UALR will develop high quality undergraduate, graduate and professional programs especially focused upon the needs of the people, businesses, and civic and governmental organizations located in Central Arkansas. The Board of Visitors shall assist the Board of Trustees and the administration of the University in promoting the development of high quality educational programs at UALR.

Composition

The Board of Visitors shall consist of fifteen persons.

Appointments shall be for a term of six years, except an unexpired term shall be filled for the remaining portion of the term. The following selection process shall be instituted. The Board of Visitors shall consider names of individuals for the position or positions.

The representatives of the Board of Visitors, who sit with Board of Trustees, shall then discuss with Board of Trustees any name or names under consideration before formally submitting to the Board of Trustees a name for each vacancy.

Individuals under consideration shall not be apprised of that fact until formal approval by the Board of Trustees. Upon formal approval there shall be no announcement of the appointment until the individual is contacted and has agreed to accept the appointment.

Should the name formally submitted not be approved by the Board of Trustees, the selection process outlined here shall be repeated.

Officers

The Board of Visitors shall elect from its membership a Chairman, a Vice-Chairman, and a Secretary-Treasurer.

Each of these officers shall be elected to a two-year term.

Meetings

The Board of Visitors shall establish a schedule of regular meetings, and shall hold special meetings on the call of its Chairman, the Chancellor of UALR, or the Board of Trustees of the University of Arkansas.

Regular minutes of its meetings shall be preserved. Procedure at meetings shall be governed by Roberts Rules of Order, unless modified by these Operating Policies or By-Laws, and the Board will follow the procedures of the Arkansas "Freedom of Information" Act.

Functions

The function of the Board of Visitors shall be to serve as an advisory body to the Chancellor of UALR, the President of the University of Arkansas, and the Board of Trustees.

In furtherance of this function, the duties of the Board of Visitors shall include the following areas, as stated in the Merger Agreement:

- a) Give detailed study to reports and recommendations placed before it by the Chancellor of the University of Arkansas at Little Rock;
- b) Formulate and transmit to the Chancellor its advice and recommendations on any matter of concern for the welfare of public higher education;
- c) Keep informed on such matters as are necessary to promote the educational aims of the University of Arkansas at Little Rock;
- d) Study and otherwise plan for furthering the growth and insuring the quality of the University of Arkansas at Little Rock, transmitting such information for consideration of the President and the Board of Trustees of the University of Arkansas.

- e) Participate in securing continued and increased financial support for the entire University of Arkansas, including the University of Arkansas at Little Rock, from private and public sources.
- f) Undertake specific assignments made by the Board of Trustees of University of Arkansas and/or the President of University of Arkansas and the Chancellor.
- g) Further in diverse ways the growth and development in excellence of the entire University of Arkansas of which UALR is a major campus.

Board of Trustees of the University of Arkansas

In accordance with the Merger Agreements, the Board of Visitors shall nominate two of its members to sit with the Board of Trustees of the University of Arkansas at all of its meetings, so that an effective representation of interests of UALR as a part of the University of Arkansas shall be enhanced, and so that the Board of Visitors, through this representation, shall have a more complete understanding of the operations, policies, and procedures of the University of Arkansas as a whole.

These two representatives shall have the right to participate in all discussions of the University of Arkansas Board of Trustees, but shall not have a vote. Working documents of the Board of Trustees, pertaining to the UALR campus, including agenda, administrative recommendations and reports, proposed policy statements, and committee reports, shall be furnished to these representatives of the Board of Visitors.

The Board of Visitors representatives to the Board of Trustees shall serve two-year terms, and any individual may be eligible for re-appointment to consecutive two-year terms.

All recommendations of the Board of Visitors to be considered by the President and Board of Trustees shall be transmitted through the Chancellor of the University of Arkansas at Little Rock to the President of the University of Arkansas.

The Chairman of the Board of Trustees, or his/her designees, and the President of the University may sit with and participate in all deliberations of the Board of Visitors and its committees. The Chairman of the Board of Trustees and the President of the University shall be furnished copies of agenda and working documents prior to each meeting of the Board of Visitors and its committees.

Amendments

Amendments to the Operating Policies of the Board of Visitors shall be adopted by a vote of a three-fifths majority of the full membership, subject to approval by the Board of Trustees.

A proposed amendment must be formally presented at one regular meeting, and voted on at the next regular meeting, unless all members are present at the meeting at which the proposal is first suggested, and have no objection to immediate action.

BY-LAWS OF THE BOARD OF VISITORS

Meetings

The Board of Visitors shall meet every other month. Committees of the Board shall normally meet during the alternate months, those in which the Board does not meet.

Quorum

A quorum for conducting business at a regular or special meeting shall consist of seven of the fifteen members.

Re-Nomination of a Term of Office

A member may be re-nominated and appointed to a second six-year term.

Committees

General: To facilitate its functions, the Board of Visitors shall have an executive committee, standing committees, and ad hoc committees. Membership in all committees shall be appointed by the Chairman, who shall also be an ex-officio member of all committees. A term of office for a member of a standing committee shall normally be two years, but the Chairman may designate terms of initial appointment to a standing committee so as to maintain overlapping terms of service. The Chairman shall designate the chairman of each committee, and each committee shall establish its own schedule of meetings and rules of procedure, in consultation with the Chairman of the Board.

Executive Committee: The Executive Committee of the Board of Visitors shall consist of the officers and the immediate past chairman. In cooperation with the Chancellor, the Executive Committee shall prepare the agenda for regular and special meetings; serve as the Nominating Committee; act on behalf of the Board, subject to reporting to the full membership, in situations requiring immediate response; and perform other duties assigned by the Board.

Standing Committees: The Standing Committees of the Board of Visitors, and their duties, shall be as follows:

Committee on Community and Governmental Relations: To serve as liaison between UALR and the business and industrial leadership; and in consultation with University of Arkansas System officials and the Board of Trustees, to represent the interests of UALR to all segments of the public.

Committee on Financial Affairs and Development: To review and keep informed on the financial aspects of UALR; and to assist, in cooperation with other appropriate University officials or groups, in

development activities.

Each of these committees will normally consist of three to five members of the Board of Visitors.

Ad Hoc Committees: The Chairman may appoint, on his/her own initiative or at the request of the membership, ad hoc committees to study particular issues or to carry out specified projects. Such committees will normally vary in size, and may include persons who are not members of the Board of Visitors. The term of appointment for all members will be for the life of the committee.

Amendments

Amendments to these By-Laws of the Board of Visitors shall be made by two-thirds vote of a quorum, and may be proposed and voted on at a singular meeting. The Board of Visitors shall notify the Chancellor, President and Board of Trustees of any change in these By-Laws.

Adopted by Board of Visitors
October 28, 1977

November 18, 1977