

**TITLE 610. STATE REGENTS FOR HIGHER EDUCATION
CHAPTER 1. ADMINISTRATIVE OPERATIONS
SUBCHAPTER 7. RULES OF OPERATION**

610:1-7-13. Items for consideration at meeting

All matters to be considered at a State Regents' meeting shall appear on the agenda and may include:

(1) **New business.** An item called New Business ~~shall~~ may be listed on each regular meeting agenda under which only matters not known about or which could not have been reasonably foreseen prior to the time of posting may be considered.

(2) **Executive session.** A proposal for an Executive Session must be listed on the agenda and must contain sufficient information to advise the public that an executive session will be proposed, what matters are proposed to be discussed in the executive session, and what action, if any, is contemplated to be taken on matters proposed for discussion in an executive session. State Regents may hold executive sessions only as provided by the Open Meeting Act. Any vote or action taken thereon will be taken in public meeting with the vote of each member publicly cast and recorded.

(3) **Hearings.**

(A) The State Regents will provide notice at the time of their public meeting of:

~~(i) hearings on proposed policy adoptions or changes to be considered at the next regular meeting and~~

~~(ii) appeals of State Regents' actions which will be scheduled on the following regular agenda for further review.~~

(B) The proceedings described in (A)(i) and (A)(ii) of this paragraph ~~will~~ may be conducted in any manner ~~analogous to those of the Administrative Procedures Act.~~ deemed fit by the State Regents so long as adequate due process is provided.

610:1-7-15. Disposition of business

(a) **General guidelines.** Unless otherwise specified in their operations policy or unless contrary to state law, the State Regents will ~~adhere to~~ generally follow "Robert's Rules of Order" ~~Newly Revised Edition.~~ (current edition), but strict adherence is not required.

(b) **Quorum.** Meetings of the State Regents will be conducted only with a majority quorum of members present.

(c) **Voting guidelines.** Guidelines for voting are as follows:

(1) The vote of each member will be publicly cast and recorded.

(2) Aye votes may be made by group acclamation.

(3) Any nay votes will necessitate an individual roll call. ~~The roll will commence with Position No. 1 and alternate through Position No. 9.~~

(4) A simple majority vote of those present for the meeting is required for action on an agenda item.

~~(5) Items on the agenda may be advanced by unanimous consent. If objection is voiced, the Chairman will call for a vote on the advancement motion which will require a two-thirds majority for passage.~~

~~(6)~~ (5) A majority vote of the quorum present is required to go into executive session. No vote or action may be taken in executive session; and action, if any, must be taken after returning to open meeting in the usual manner.

610:1-7-16. Record of proceedings

(a) **Regular meetings.**

(1) The proceedings of State Regents' meetings will be kept by a designated record keeper in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered and all actions taken by the State Regents.

(2) The minutes of each meeting will be open to public inspection and will reflect the manner and time of notice required by the Oklahoma Open Meeting Act [25 O.S., § 301 et seq.].

(b) **Emergency meetings.** In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.

(c) **Committee meetings.** A record of committee meetings will be kept by a designated record keeper and made available to all State Regents. The Chairman of the Committee will attest to the accuracy of the record.

(d) **Executive sessions.**

(1) Written minutes shall be kept of all executive sessions held by the State Regents.

(2) Such minutes shall be prepared by the designated record keeper, ordinarily the OSRHE General Counsel, and ~~transmitted in confidence to the State Regents for their review.~~

(3) ~~Minutes of executive sessions shall be approved in the same manner as the minutes of open sessions of the State Regents, except that minutes of executive sessions shall not be made available for general public review.~~

(4) Written minutes of executive sessions are not public records and will not be made available for public review except as specifically authorized by the State Regents through the adoption of a formal resolution approving of such disclosure, or as ordered by a court of competent jurisdiction.

(5) (4) Written minutes of the State Regents executive sessions shall be maintained by the ~~Chancellor~~ OSRHE General Counsel in a separate location from the minutes of the open sessions of the State Regents and in such manner so as to ensure their security and confidentiality.