



3344-81-04 Meetings.

- (A) An annual meeting for all members of visiting committees may be held in the spring or fall of each year. Annual reports to the board of trustees and president of the university will be made by each committee before June thirtieth of each year.
- (B) The committee or subcommittees shall meet as often as necessary, but shall have at least two general meetings a year, with four general meetings a year considered the norm. Committees may meet at other times on call of the chair. All meetings of visiting committees or subcommittees shall be held on the university's campus, unless the president approves an off-campus location.
- (C) A majority of the members of a visiting committee shall be present to constitute a quorum for the transaction of business.
- (D) The dean of the appropriate college or director of the appropriate division or department shall appoint each committee's secretary who may be an administrative staff member. Notice of meetings of the visiting committees and preparation of the agenda of business and support materials for meetings shall be the duty of the secretaries to the committees who shall also record and maintain a file of the minutes of meetings.
- (E) Minutes of meetings, findings and recommendations pertaining to the mission of visiting committees shall be sent to the office of the board of trustees for transmittal to the chairman of the board committee overseeing visiting committees, board chairman and president.

Policy Name:	Meetings.
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