



FOR THE CONDUCT OF BUSINESS

BY THE

Board of Regents

OF THE

UNIVERSITY OF TEXAS.

RULES AND REGULATIONS

FOR THE

Conduct of Business by the Board of Regents

OF THE

UNIVERSITY OF TEXAS.

Adopted August 25, 1891.

RULES AND REGULATIONS.

ARTICLE I.

TIME AND PLACE AND MANNER OF MEETING.

Section 1. The regular meetings of the Board of Regents shall be held on the Tuesday before the Third Wednesdays of January and June of each year, in the Regents' room, at the University building, at Austin, and at Galveston during the last week of April of each year, and the Board shall continue in session until the business before it shall have been disposed of.

Sec. 2. Any five members of the Board may, at any time not

4

RULES AND REGULATIONS

less than twenty days subsequent to a regular meeting, sign a written request to the President of the Board, that he call a special meeting thereof, the purpose and object of said special meeting being stated; whereupon it shall be the duty of the President to call such special meeting, by causing written notification of the time, place, and purpose thereof, to be mailed to each member of the Board, at least five days before the time of meeting. No business, other than that embraced in the call for said special meeting, shall be transacted thereat, except by consent of a majority of the whole Board.

FOR THE BOARD OF REGENTS.

5

ART. II.

OFFICERS AND THEIR DUTIES.

Section 1. The Board shall elect a President at their regular meeting in June, 1893, who shall hold his office for two years (the present President holding his office until that time), and until his successor is duly elected.

In case of the death, resignation, or disqualification of the President, before the expiration of his term of office, the Board shall, as soon as may be practicable thereafter, elect another President, who shall fill the unexpired term of said President; and, until such election is had, the Vice President shall hold and exercise the duties of the office of President.

Sec. 2. It shall be the duty of the President to preside over the meetings and deliberations of the Board; to call special meetings thereof, as herein provided, and to perform such other special duties as shall be from time to time devolved upon him by the Board. He shall be ex-officio Chairman of the Executive Committee. He may, by permission of the Board, vacate the chair, temporarily, for the purpose of joining in the discussion of any question before the Board; whereupon the Vice President (or if the Vice President is absent, then such other member of the Board as they shall place in the chair), shall preside until the question pending shall have been disposed of.

Sec. 3. There shall be, immediately after the adoption of these rules, and from time to time thereafter, at the time of electing the

President, be elected a Vice President, who shall, upon the death, absence, resignation, disability or disqualification of the President, exercise the duties of the office of President, until the President shall resume his duties, or his successor shall have been elected and qualified, as herein provided.

Sec. 4. The Board shall, immediately after the adoption of these rules, and from time to time thereafter, when the President and Vice President shall be elected, elect a Secretary, whose duty it shall be to keep a correct record and minutes of the proceedings of the Board, to carefully file and preserve all papers and documents pertaining to the business and proceedings of the Board, and to perform such other and further cognate duties as shall be prescribed by the Board. He shall have a

stated salary, to be fixed by the Board, and shall be removable at the pleasure of the Board.

ART. III.

STANDING COMMITTEES AND THEIR DUTIES.

Section 1. The following standing committees shall, immediately upon the adoption of these rules, be appointed by the President, by and with the consent and advice of the Board:

Executive Committee.

Committee on Finance.

Auditing Committee.

Committee on Buildings and Grounds.

Visitorial Committee.

Committee on Complaints, Grievances and Instructors.

Committee on Medical College.

Sec. 2. Said committees shall remain as constituted (unless a vacancy shall be caused by death or refusal to act of some member of said committee), until the last day of the meeting of the Board in June, 1893, at which time, and upon the last day of said June meeting, every two years thereafter, the said committees shall be again constituted by the President, by and with the consent and advice of the Board, as aforesaid.

Sec. 3. In case of a vacancy occurring on any of the standing committees, the same shall be immediately filled by the President appointing another member or members of the Board to serve there.

on, until the next regular meeting, at which time the sense of the Board shall be taken on said appointment, and if the same shall be confirmed, such appointment shall stand until the time for re-constituting the standing committees, as hereinbefore provided.

Sec. 4. The Executive Committee shall consist of three members, of which the President of the Board shall be one, and ex-officio chairman thereof. It shall be the duty of this committee to execute and carry out such orders, resolutions and behests of the Board as shall be assigned to it at any meeting of the Board; it shall perform all such duties of an executive character as have not been assigned to other committees; and it shall, when the Board is not in session, and when an emergency arises requiring immediate action, take such temporary and immediate action, on

behalf of the Board, as such emergency shall, in their judgment, require; but their actions, in all such cases, shall be subject to the approval of the Board.

It shall report, in writing, to the Board all its acts and measures, both in regard to those matters which have been specially referred to it by the Board, as well as their acts concerning matters not so referred, at each meeting, for approval.

Sec. 5. The Finance Committee shall consist of three members. To this committee shall be referred all questions involving the finances of the University, and matters cognate thereto. They shall carefully scrutinize and examine into all estimates of expenditures or requisitions for money by the Proctor or other officers of the University, and report, in writing, their recommen-

dations concerning the same. They shall prepare, and have ready for the information of the Board, at each regular meeting in June, a report, in writing, setting forth in detail the state of the finances of the University, the receipts and expenses for the past year, and the estimated receipts and expenses for the ensuing year, and their recommendations concerning the same, together with such other and further information as shall be necessary and proper for the information of the Board in relation thereto.

Sec. 6. The Auditing Committee shall consist of two members. To this committee shall be referred the auditing of all accounts of receipt and expenditure on behalf of the University, and such other matters as the Board may desire. It shall carefully scrutinize, examine, and verify the accounts of the Proctor of the

University, and the disbursing officers of the Medical College, and of other persons charged with the receipt and disbursement of moneys of the University, and make report, in writing, concerning same to the Board. It shall meet, in Austin, a sufficient length of time prior to the annual June meeting of the Board, to be able to audit, and have prepared, its report, in writing, upon all accounts, when the Board shall meet. It may employ, if deemed necessary, the services of an accountant, or expert, to aid it in the clerical, or other work, and the expense thereof shall be allowed out of the general fund. It shall report all irregularities found in the accounts and vouchers, and shall advise the Board in reference thereto, and make such recommendations, concerning the matters referred to it, as it may deem proper.

Sec. 7. The Committee on Buildings and Grounds shall consist of three members. To this committee shall be referred all questions and matters relating to the buildings and grounds, both of the University proper, at Austin, and the Medical College, at Galveston, and other cognate matters.

They shall, when the Board is not in session, have control of the matter of temporary repairs to the buildings, and the matter of keeping and maintaining the grounds, and improvements around the same, in proper condition, and the expenditures therefor, and the letting of contracts for the same.

They shall make a report, in writing, to the Board, at its regular June meeting of each year, setting forth, in detail, the character and nature of all improvements and additions to the buildings

and grounds of the University, which have been made during the past year, the cost thereof, and such other matters, relating thereto, as shall be proper for the information of the Board.

They shall, at least twice during the year, inspect the buildings and grounds of the University, and if they deem it necessary, shall cause such temporary repairs and work to be done, as may be needed to keep the buildings and grounds in proper order.

They shall report, in writing, all their acts and doings to the Board, and shall make such recommendations, as to future improvements and repairs, as they shall deem proper.

Sec. 8. The Visitorial Committee shall consist of three members. This committee shall be clothed with full visitorial and inquisitorial powers, for the purpose of visiting, examining, in-

specting and inquiring into, the conduct of the University proper at Austin. It shall be the duty of this committee to visit, in person, the said University, at least twice during the year, and at such other times as they may deem necessary (and without giving any notice of their intended visit), for the purpose of inquiring into the general conduct of the University at Austin. They shall have the power to cause to come before them any member of the Faculty, assistant or adjunct professor, tutor or other employe of the University, as well as any student thereof, for the purpose of eliciting such information as they may desire, concerning the conduct of said University at Austin.

They shall report, in writing, at each regular meeting of the Board the result of their visits and investigations, and concerning

the general conduct and condition of the University at Austin, with such recommendations concerning the subject matter of their report as they may deem proper.

Sec. 9. The Committee on Complaints, Grievances and Instructors shall consist of three members. To this committee shall be referred all matters relating to any complaints or charges concerning the conduct of any member of the Faculty or other employe of the University at Austin, with power to examine into the same and make report thereon, and it shall have like power to hear, examine and inquire into all such complaints, charges and grievances during the time the Board is not in session, and in the event of any emergency requiring prompt action, they shall have power to take such provisional action as they may deem

necessary, until the sense of the Board shall be obtained concerning the same, at either a regular or special meeting.

To this committee shall also be referred for report all matters touching the salaries of the members of the Faculty and the other employes of the University, and the increasing and diminishing the same, and also the matter of employing other and different professors, instructors and employes, and other matters of cognate import.

Said committee shall report, in writing, at each regular meeting of the Board, and at such other times as they may be directed, concerning all matters referred to, or acted upon, by them, and shall make such recommendations concerning the same as they may deem proper.

Sec. 10. The Committee on Medical College shall consist of three members, two of whom shall be physicians, if there be so many physicians members of the Board. To this committee shall be referred all matters touching the conduct of the Medical College at Galveston, which have not, under these rules, been specially assigned to some other committee. They shall be clothed with the same powers, and charged with the same duties, in respect to the Medical College as have been assigned to the Visitorial Committee, and Committee on Complaints, Grievances and Instructors, in respect to the main University at Austin.

They shall report, in writing, at each regular meeting, and at such other times as may be directed by the Board, touching matters with which they are charged, or which have been referred to

them, making such recommendations, in said reports, concerning said matters, as they may deem proper.

ART. IV.

RULES OF PROCEDURE AND ORDER OF BUSINESS.

Section 1. The rules laid down in Cushing's Manual of Parliamentary Law, when the same are not in conflict with any of the provisions hereof, are hereby adopted, as the law of procedure for the government of the Board, when in session.

Sec. 2. The order of business, when the Board shall meet in regular session, shall be as follows:

1. Reading of Minutes of preceding meeting.

2. Report of the Faculty.
3. Reports of standing committees.
4. Reports of special committees.
5. Unfinished business.
6. New business.

Sec. 3. The Board shall, in all cases when practicable, before taking any action on any subject or measure, refer the same to the appropriate standing or special committee, who shall report, in writing, their recommendations concerning the same.

Sec. 4. All communications to the Board, from persons not members thereof, shall be in writing, nor shall any such person be allowed to address the Board, while in session, unless by unanimous consent of all the members present.

Sec. 5. It shall be the duty of the Chairman, or other members of the Faculty, when so requested by the Board, to attend the meetings thereof, for the purpose of furnishing it such information as it may require; but such person shall not, in any way, be permitted to participate in the discussion of any question pending before the Board.

Sec. 6. At the request of any two members of the Board, the presiding officer shall declare the same in executive session; whereupon every person, not a member of the Board, shall be excluded from the place where the meeting is being held; and from thenceforward, until open session is renewed, the proceedings of the Board shall be secret; and no member shall, directly or indirectly, reveal to anyone, not a member, any part of said proceed-

ings, or any vote, or anything concerning any debate had in such executive session, but the whole proceedings shall be held to be of a secret and confidential nature. If the services of a secretary shall be needed during such executive session, the President shall appoint one of the members of the Board as secretary of said executive session, whose duty it shall be to act as such, and keep the minutes of the proceedings of such session, which he shall thereafter preserve, unless ordered to destroy the same by the Board; but no minutes shall be kept of the proceedings of an executive session unless by unanimous consent.

ART. V.

MISCELLANEOUS PROVISIONS.

Section 1. The Board of Regents shall have the power to remove any professor, tutor, or other officer connected with the University, when, in their judgment, the interests of the University shall require it; and all contracts now existing between the University and the professors, tutors, and other officers thereof, and those that may hereafter be made, are, and shall be, subject to the foregoing provision.

Sec. 2. On or before the Monday before the Third Wednesday in June of each year the Faculty shall meet and elect a chairman thereof, which said election shall be reported to the Board of Re-

gents on the first day of their annual June meeting. Said chairman shall hold his office for one year, and until his successor shall have been elected and qualified.

The Chairman of the Faculty shall exercise such powers, and perform such duties, as shall, under the by-laws, rules and regulations for the government of the Faculty, be devolved upon him. He shall be removable from said office, at the pleasure of the Board, when, in their judgment, the interest of the University shall so require.

Sec. 3. The Board shall, at such annual June meeting, elect a Proctor, who shall hold his office for two years, and until his successor shall have been elected and qualified. The Proctor shall be required to give such bond for the faithful performance

of his duties, and shall have such powers, and perform such duties, as shall be required of, and devolved upon, him under the by-laws, rules, and regulations for the government of the University. He shall be removable from said office at the pleasure of the Board, when, in their judgment, the interests of the University shall so require.

Sec. 4. The President of the Board shall, immediately upon the adoption of these rules, appoint a special committee, to be composed of three members, whose duty it shall be to formulate, prepare and report to the Board, such by-laws, rules and regulations, as they may deem necessary, for the successful management and government of the University. Said committee, in preparing said by-laws, rules and regulations, may consult the chairman or

any member of the Faculty in relation thereto; and shall report at the annual meeting of the Board in June, 1892.

Sec. 5. The expenses of any member, or members, while performing duties as committeemen, shall be paid to them, out of the regular fund.

Sec. 6. It shall be the duty of the President, under direction of the Board, to prepare the reports to the Board of Education and Legislature required by law, from the Regents; and he shall have power to require the advice and assistance of the several committees, as well as of the Chairman of the Faculty and Proctor, in compiling said report.

Sec. 7. All rules and orders and resolutions heretofore enacted by this Board, concerning the conduct of business by the Regents,

which are, either in conflict with, or which deal with, the subject matter covered by these rules, are hereby repealed.

Sec. 8. These rules shall not be altered, added to or amended except by a vote of two-thirds of all the Regents, at a regular meeting; and such alteration, addition or amendment shall be proposed in writing and filed with the Secretary, thirty days before such meeting; and it shall be the duty of the Secretary to forthwith mail a copy thereof to each member of the Board.

