

**TITLE 133  
PROCEDURAL RULE  
HIGHER EDUCATION POLICY COMMISSION**

**SERIES 47  
COMMISSION ORGANIZATION AND MEETINGS**

**§133-47-1. General.**

- 1.1. Scope – This procedural rule establishes the organization of the West Virginia Higher Education Policy Commission and conduct of its meetings.
- 1.2. Authority – W. Va. Code § 6-9A-1, 18B-1-6
- 1.3. Filing Date – June 22, 2011
- 1.4. Effective Date – July 22, 2011

**§133-47-2. Organization.**

- 2.1. The officers of the Commission shall be a chair, vice chair and a secretary. Officers shall be elected in June of each year for a one year term commencing on July 1 and ending on June 30 of the following year. Officers may not serve more than four consecutive terms in the same office.
- 2.2. There shall be one standing committees: the Executive Committee.
  - 2.2.a. The Executive Committee shall consist of the officers of the Commission.
- 2.3. Members may be appointed by the Chair of the Commission to special or ad hoc committees.
- 2.4. All committees shall review and make recommendations to the Commission on matters assigned by the Chair of the Commission or the Executive Committee.

**§133-47-3. Meetings of the Commission.**

- 3.1. Meetings of the Commission will be scheduled approximately four (4) times per year. Special meetings may be convened by the Chair, or upon the petition of a majority of the members.
- 3.2. Meetings will occur in or near Charleston, West Virginia, or in association with campus visits at a public institution of higher education.

- 3.3. Members may participate in Commission meetings by telephonic or other electronic means which permit the voice or video identification of the member.
- 3.4. A quorum of a majority of the members actually serving is required to conduct business on matters requiring a vote of the Commission.
- 3.5. Meetings will be noticed in accordance with the provisions of the Open Governmental Meetings Act. This includes notice of regularly scheduled meetings being filed with the Secretary of State for filing in the State Register at least five days prior to the date of the meeting.
- 3.6. The agenda for each regularly scheduled meeting will be made available to the presidents of each institution and to the Chairs of the statewide advisory councils of faculty, students, and classified employees at least three working days before the meeting. Agendas shall also be posted on the Commission's web site.
- 3.7. The notice provisions of this section shall not apply in the event of an emergency requiring immediate official action. Notice of an emergency meeting may be filed at any time prior to the emergency meeting and shall include the date, time, place and purpose of the meeting and the facts and circumstances of the emergency.
- 3.8. All meetings of the Commission shall be open to the public, except the Commission may vote to hold an executive session during its meeting for any of the reasons authorized under W. Va. § 6-9A-4. A motion to hold an executive session must identify the authorization in W. Va. § 6-9A-4 for the executive session and be approved by a majority of the members present.
- 3.9. At the discretion of the Chair, members of the Commission's staff, institutional presidents and administrative staff, faculty members, classified employees and members of the public may be recognized to address the Commission during its meeting.
- 3.10. Meetings will be conducted according to Robert's Rules of Order subject to the suspension of any rule by a majority vote of the Commission.
- 3.11. The Commission may cause the removal from a meeting of any member of the public who is disrupting the meeting to the extent that orderly conduct of the meeting is compromised.
- 3.12. At least once a year the chair will provide time on the agenda of the Commission to meet with the statewide advisory councils of faculty, students and classified employees to address the Commission on matters of concern to the respective advisory council.