

College OF MICRONESIA-FSM

BOARD POLICY NO. 1310

Board Meetings

Date Adopted: 20-23 March 2006

Date Revised: 22 March 2014; 13 December 2017

Date Reviewed: 22 March 2014; 13 December 2017; 03-05 December 2025

References: Article VI, § 7 & 12, COM-FSM Board of Regents Bylaws ((as amended April 1–4, 2025)
FSMC Title 40, §713
PL 7-79 §13; PL 8-144 §4

A. Policy Statement

The Board of Regents of the College of Micronesia-FSM (COM-FSM) shall conduct its meetings in accordance with this policy to ensure transparency, proper notice, and effective governance.

B. Annual and Regular Meetings¹

1. The Board shall hold quarterly meetings, rotated among the four states.
2. The first meeting of the fiscal year shall be the annual organizational meeting in December to:
 - a. Elect officers,
 - b. Consider reports on the affairs of the College, and
 - c. Transact such other business as may properly come before the meeting.
3. The Board shall also hold three other regular quarterly meetings in March, June, and September.
4. If it appears that a quorum will not be realized on the scheduled dates, the Board may, with the approval of three members, set an alternative date.
5. In the case of any regular meeting, written notice shall be provided to all Board members at least 10 calendar days in advance, and notice to the public shall also be provided prior to the meeting day.

C. Special Meeting²

1. Special meetings may be held at such other times as the Board determines.
2. A special meeting may be called:
 - a. On the initiative of the Chairperson, with 30 days' notice to all members (notice may be delivered in person, by telephone, facsimile, email, or mailed to the member's address).

¹COM-FSM Board of Regents Bylaws, Article VI, §7; SMC Title 40, §713; PL 7-79 §13

²COM-FSM Board of Regents Bylaws, Article VI, §8 & 12; FSMC Title 40, §713(2)

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- b. By the Chairperson upon the petition of two members, in which case the meeting shall be held no later than 30 days after the petition is received.
3. The 30-day notice requirement may be waived if at least three members vote in favor of the waiver.
4. The notice of a special meeting shall state its purpose, location, and date. The business of the meeting shall be limited to the items specified in the notice.

D. Meeting Venue³

1. The venue for regular meetings shall be rotated among the four states.
2. Depending on the agenda or circumstances, the Board may, with the approval of three members, select an alternative venue.
3. All meetings shall be held at a location designated by the Board for that purpose.

E. Executive Sessions⁴

1. Upon a formal motion made, seconded, and carried, the Board may recess to a closed or executive session.
2. Any motion to recess shall include:
 - a. The justification for closing the meeting,
 - b. The subjects to be discussed, and
 - c. The time and place when the open meeting will resume.
3. The motion and statement shall be recorded in the minutes and kept as part of the Board's permanent records.
4. Matters that may be considered in executive session include:
 - a. Employee human resource issues (hiring, termination, discipline, performance evaluation, complaints, grievances);
 - b. Consultation with legal counsel (attorney-client privileged matters);
 - c. Hiring, evaluation, or termination of the President;
 - d. Employer-employee negotiations;
 - e. Matters affecting a student or employee of the College, except that the individual has the right to a public hearing if requested.

F. Transaction of Business⁵

1. Actions of the Board are official only when taken:
 - a. At a duly called meeting, or
 - b. By polling Regents through mail, facsimile, email, telephone, or other approved method.

³COM-FSM Board of Regents Bylaws, Article VI, §7; FSMC Title 40, §713(1)

⁴COM-FSM Board of Regents Bylaws, Article VI, §9; FSMC Title 40, §713(4)

⁵COM-FSM Board of Regents Bylaws, Article VI, §10

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2. Polling results shall be recorded in the Board's records, and at least three affirmative votes are required to approve matters by poll.
3. No member of the Board may act in the name of the Board unless expressly authorized by official Board action.

G. Order of Business⁶

The normal order of business at Board meetings shall include:

1. Call to order and remarks, if any;
2. Reading of the College Mission Statement;
3. Roll call;
4. Approval of minutes;
5. Communications;
6. Reports from the President of the College;
7. Agenda priorities (old business, new business);
8. Adjournment.

All meetings of the Board shall follow the latest edition of Robert's Rules of Order, unless inconsistent with the bylaws or applicable law.

H. Public Involvement⁷

All meetings of the Board shall be open to the public, except when the Board is in executive session. The Board shall publish and disseminate minutes of all meetings within 20 calendar days of adjournment.

I. Meetings with Students and Staff⁸

The Board shall schedule and hold a meeting with representatives of the Student Body Association (SBA) and/or the Staff Senate during the current or next upcoming Board meeting, whichever is sooner, when a written request is submitted by either body.

ANNUAL/REGULAR MEETINGS

~~The Board shall hold quarterly meeting to be rotated among the four states. The first meeting of the fiscal year shall be the annual meeting in December. At the annual meeting, the Board shall elect officers, consider reports of the affairs of the College and transact such other business as may properly be brought before the meeting. The board shall also hold three other regular meetings in March, in May and in August. If it appears that a quorum will not be realized on those days, the Board may, by approval of three members, set an alternative date.~~

~~If either of these days falls on a legal holiday in the jurisdiction where the meeting is being held, then the meeting is held on the next succeeding business day. If it appears that a quorum will not be realized on those days, the board may, by approval of three members, set an alternative date.~~

⁶COM-FSM Board of Regents Bylaws, Article VI, §11

⁷FSMC Title 40, §713(4), (6); PL 8-144 §4

⁸FSMC Title 40, §713(7)

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SPECIAL MEETINGS

~~Special meetings may also be held at such other times as the board so determines. The chairman convenes these special meeting no later than thirty days of receipt of a petition by two of its members. By request of the president, special meetings via teleconference are held to consider time sensitive matters.~~

MEETING VENUE

~~The venue for board meetings are rotated among the four states. However, depending on the agenda and/or circumstances, a more advantageous venue may be selected by approval of three members.~~

NORMAL ORDER OF BUSINESS

~~The order of business at board meetings is as follows:~~

- ~~1- Call to order followed by remarks, if any;~~
- ~~2- Reading of the mission statement;~~
- ~~3- Roll call;~~
- ~~4- Approval of minutes;~~
- ~~5- Communications;~~
- ~~6- Reports from the regents;~~
- ~~7- Reports from the president of the college;~~
- ~~8. Agenda priorities; old business; new business; and~~
- ~~9- Adjournment.~~

~~All meetings of the board are conducted in accordance with the latest edition of Robert's Rules of Order, except where it is inconsistent with the bylaws or any other applicable law.~~

PUBLIC INVOLVEMENT

~~All meetings of the board are open to the public provided that the board is not discussing personnel matters, litigation or impending litigation with its attorney.~~

MEETINGS WITH STUDENTS AND STAFF

~~The board is to schedule and hold a meeting with representatives of the Student Body Association and/or Staff Senate, during the current or next upcoming board meeting, whichever is sooner, when a written request is made by the Student Body Association or the Staff Senate of the college.~~