UCRS Advisory Board

Meeting of November 19, 2010

AGENDA ITEM C

UCRS Advisory Board – Development of Procedures and/or Protocols for Participation of Guests and Observers at UCRS Advisory Board Meetings

UCRS Advisory Board Chair Oakley and/or Vice Chair Sandbrook will discuss the development of procedures and protocols applicable to invited guests and observers at UCRS Advisory Board meetings. As part of the discussion, they are proposing that the UCRS Advisory Board Handbook be amended to include the following:

Additional Procedures to be Added or Revised in
The UCRS Advisory Board Handbook, Pages 9-12

1. **Invited Guests**

Specific individuals other than Advisory Board members or other than OP/OGC staff may be called upon to participate in the presentation of one or more agenda items. Such individuals, if they are directly involved in the presentation of an agenda item, are deemed to be "invited guests." The Advisory Board chair must approve in advance the attendance and participation of any such invited guest, as recommended either by an Advisory Board member or by OP staff. The participation of invited guests is generally expected to be in-person; if circumstances warrant and with the Advisory Board chairs' permission in advanced, the involvement of an invited guest in the presentation of an agenda item may be via telephone conference.

2. **Observers**

It is the general practice of the Advisory Board to conduct its regular business meetings and special meetings in open session. Individuals other than: (a) Advisory Board members; (b) OP staff; and (c) invited guests may attend the Advisory Board meeting and be present in the meeting room, subject to capacity limitations. Such individuals are deemed to be "observers." Any Advisory Board member may encourage one or more representative of their constituent groups to be observers, but no special privileges shall be provided to those individuals. Preference for seating capacity will be extended to those who notify the OP staff in advance and in writing or via Email of their intention to attend. Preference shall be on a first-notified, first-accommodated basis. Requests for observers to listen to the meeting proceedings via telephonic conference must be directed at least one week in advance to OP staff and must be approved by the Advisory Board chair. The Advisory Board chair may, at her/his discretion, decide to not permit telephonic conference for observers.

State law pertaining to the open meetings procedures do not apply to advisory boards in the University of California governance system. The Advisory Board chair, at her/his discretion, may call for a closed session at any time for the consideration or discussion of any agenda item or other topic. For closed session, only Advisory Board members and those OP staff and invited guests directly involved in the agenda item or topic under discussion shall be present or participate by telephone.

3. Public Comment Period

A Public Comment period shall be scheduled at the start of each scheduled meeting, not to exceed 30 minutes. Observers who wish to make a statement, present a question, or suggest a particular topic for consideration not on the agenda for that day's meeting should notify the OP staff not less than 48 hours in advance of the meeting as to the desire of the observer(s) to be heard during the Public Comment period. Any one observer shall be limited to not more than 15 minutes. If more than two observers wish to be heard during the Public Comment period, the Advisory Board Chair shall inform all observers that their time will be less than 15 minutes and specify the maximum amount of time available to each observer. A total of not more than 30 minutes shall be available for the Public Comment period.

4. Advisory Board Business Meeting

Once the Advisory Board Chair commences the business meeting of the Advisory Board after the end of the Public Comment period, all presentations, discussions and questions during the Advisory Board meeting shall be limited to the members of the Advisory Board and any invited guests directly involved in the presentation of the agenda item(s). The Advisory Board Chair shall remind any observer of this procedure and, if needed, ask any observer to leave the meeting room or terminate the telephonic conference. If necessary, the Advisory Board Chair may call for a meeting recess or even adjournment of the Advisory Board meeting.

Meetings of the UCRS Advisory Board will normally be held in Room 5320 at the Office of the President, 1111 Franklin Street, Oakland CA 94607.

In the consideration of any topic on the agenda of the Advisory Board meeting, all Advisory Board members shall be mindful of the guidelines outlined by the Office of General Counsel in the opinion memo dated October 18, 2010 from Managing University Counsel Allison Woodall, a copy of which is appended hereto and incorporated.

The Advisory Board Chair shall, not less than three business days after the end of any meeting of the Advisory Board, prepare a written memo to report to the views of the Advisory Board members on particular agenda items of importance and send such memo to the UC President via Email, with copies to all members of the Advisory Board. Such memo is not intended to replace the formal minutes of the completed meeting, which shall be prepared by OP staff as described below. Any member of the Advisory Board who wishes to do so may also send her/his own

letter to the UC President if he/she believes that the letter of the Advisory Board Chair to the UC President requires amendment.

5. Agenda

The Advisory Board Chair, in consultation with OP staff, shall prepare and authorize for distribution the agenda and related agenda materials for the scheduled meeting not less than four business days in advance of the meeting date (example: for a meeting scheduled on Friday, the agenda shall be distributed not later than the preceding Monday).

Should any member of the Advisory Board wish a particular topic to be included on the agenda for a particular meeting, the member shall send such request to the Advisory Board Chair, with copy to the OP staff, not less than ten days in advance of the meeting date.

6. Minutes

OP staff will prepare the draft minutes of all open sessions of the just-completed meeting and submit such draft minutes to the Chair not later than 28 calendar days after the meeting. Once approved by the Advisory Board Chair, OP staff will then include the draft minutes with the agenda for the next regularly scheduled meeting for review and adoption by the Advisory Board.

Minutes shall not be taken of closed sessions of the Advisory Board.

Once approved, the minutes of all meetings of the Advisory Board shall be posted on a website to be arranged by OP staff for the benefit of the University community. Copies of the Advisory Board Chair's report to the UC President about the meetings will generally not be posted on this website, but this is at the discretion of the Advisory Board Chair.

7. Attendance

All members of the Advisory Board are expected to participate in all regular business meetings, either in-person or by telephone. Substitutions are not permitted should a member of the Advisory Board be unable to participate in-person or by telephone. If the member is scheduled to be a presenter for a particular agenda item but is unable to be present to do so, another individual may be designated by the Advisory Board member to conduct the presentation, subject to advance notification to the Advisory Board Chair.

8. Start of Each Year

During the first two weeks each July, the UCRS Advisory Board Chair (elected at the last meeting of the preceding academic year) shall send a memo to all continuing and new members of the UCRS Advisory Board to inaugurate that year's activities and provide all members with the updated roster of continuing and new members OP staff shall separately send all new members of the UCRS Advisory Board not later than July 15:

- Copy of the UCRS Advisory Board Handbook
- Copies of all approved minutes of the preceding year
- Copies of all written reports by the Advisory Board Chair to the UC President

Unless otherwise decided by the Advisory Board Chair, the annual meeting schedule shall be three regularly scheduled meetings, in November, February and May/June. Meeting dates for the following year's meetings shall be voted upon at the June meeting of the preceding year. If a meeting is to be held via telephone conference for all Advisory Board members, the Advisory Board Chair shall make that decision not less than 30 days in advance of the scheduled meeting date so that advance transportation arrangements are not made and then need to be cancelled.

9. Amendments to these Procedures

Changes to these procedures may be made by any Advisory Board in the future and revised/amended in the UCRS Advisory Board Handbook, upon formal vote by at least 8 of the 11 members of the Advisory Board and upon advance notification of such proposed change(s) at the preceding meeting of the Advisory Board.