

**Northern Marianas College  
Board Of Regents Policy**

<b>SUBJECT:</b>	<b>Board Operations</b>	<b>EFFECTIVE:</b>	<b>August 08, 2013</b>
<b>SECTION:</b>	<b>1003</b>	<b>POLICY NAME:</b>	<b>Duties of the Officer</b>
<b>WSCUC Standard/Policy:</b>	<b>Standard III CFR's 3.6; 3.7; 3.9</b>		

**1003.1: The Chair of the Board:**

The Chair of the Board shall preside at all meetings of the Board, maintain order, enforce the rules of the Board at all meetings, and appoint all standing committees and all special committees, unless otherwise ordered by the Board.

The Chair of the Board shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on any and all questions before the Board.

**I. Selection and Removal of the Chair**

- A. The Chair of the Board shall be elected by the Board from among its members. The election of the Chair shall occur at the organizational meeting of the Board every year.
- B. Following the resignation, removal, or death of the chair, election of a new chair shall occur at the next regularly scheduled Board meeting. The individual so elected shall serve the remainder of the two-year term of office.

**II. Duties of the Chair**

- A. The duties and powers of the Chair shall be consistent with the duties and powers of the Board of Regents set forth in the Post-secondary Education Act of 1984, as amended, and in Article XV Section 2 of the Constitution. Duties and powers of the chair, authorized by the Board, can be altered by the Board:
- B. The Chair shall:
  1. Serve as presiding officer at Board meetings;
  2. Establish agenda of Board meetings in concert with the President;
  3. Appoint and disband committees of the Board;
  4. Be recognized and act as the chief coordinator between the Board and the President,;
  5. Ensure that the annual Board budget is included in the total college budget; conduct Board business within the budget;
  6. Act as the duly elected representative and official spokesperson for the

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Board of Regents, including:

- a) acting as the Board's liaison in concert with the President and the Legislature, and
  - b) acting as the College's liaison with other college boards at the regional and national levels;
7. Perform such other duties as may be authorized by applicable law or by action of the Board.

**III. Duties of the Vice-Chair:**

1. Serves as the chair in absence of chairperson.

**IV. Duties of the Secretary:**

The President shall act as Secretary of the Board. As Secretary, the President shall:

1. Prepare the Board agenda.
2. Prepare the Board minutes.
3. Care for all College and Board records and documents.

<b>HISTORY:</b>	Replaces Board Policy No. 1006 (September 2003)
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