

PROCEDURAL

WEST VIRGINIA ADMINISTRATIVE REGULATIONS

WEST VIRGINIA BOARD OF BANKING AND FINANCIAL INSTITUTIONS

Section 6-9A-3

Series VI

1981

Subject: Open Meetings Regulations for the West Virginia Board of  
Banking and Financial Institutions

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PROCEDURAL RULES

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Section 1. General

1.01 Scope - These regulations establish general rules pertaining to regular meetings, special meetings, and emergency meetings of the West Virginia Board of Banking and Financial Institutions.

1.02 Authority - These regulations are issued under authority of West Virginia Code, Chapter 6, Article 9A, Section 3.

1.03 Filing Date - These regulations are promulgated on the 5th of October, 1981, and filed on the 6th of October, in the Office of the Secretary of State.

1.04 Effective Date - These regulations become effective on the 6th of November, 1981.

Section 2. Meetings

2.01 Regular Meetings - The regular meetings of the West Virginia Board of Banking and Financial Institutions shall be held on the second Monday of the months of March, June, September, and December. The time and place of all regular meetings shall be determined by the Board. Notice of the time and place of all regular meetings shall be

filed in the Office of the Secretary of State not less than ten (10) nor more than thirty (30) days prior to the date fixed.

2.02 Special Meetings - Special meetings of the West Virginia Board of Banking and Financial Institutions shall be called by the chairperson or upon the request of at least two (2) members of the Board. Notice of the time, place and purpose of all special meetings shall be filed in the Office of the Secretary of State not less than ten (10) nor more than thirty (30) days prior to the date fixed.

2.03 Emergency Meetings - In the event of an emergency requiring immediate official action by the West Virginia Board of Banking and Financial Institutions, an emergency meeting of the Board shall be called by the chairperson or upon the request of at least two (2) members of the Board. Notice of the time, place and purpose of such an emergency meeting need not be filed in the Office of the Secretary of State.

2.04 Quorum - Four (4) of the members of the West Virginia Board of Banking and Financial Institutions shall constitute and a majority vote of the quorum shall be necessary to pass upon all matters that come before the Board.

2.05 Agenda - The chairperson of the West Virginia Board of Banking and Financial Institutions is responsible for preparing the agenda for each meeting of the Board. For regular and special meetings of the Board, all communications, requests, reports, and other items must be received in the Commissioner of Banking's office at least thirty (30) days prior to the Board meeting for which they are proposed for the agenda. Persons who are not members of the Board or its staff may, with the prior approval of the chairperson of the Board, address the Board on such topics and for a period of time as authorized by the chairperson of the Board, provided such oral presentations are accompanied by a written statement.

2.06 Visitors and Observers - Visitors and observers at Board meetings shall be seated in an area designated by the chairperson of the West Virginia Board of Banking and Financial Institutions. The number of persons to be admitted shall be determined by the chairperson in accordance with available facilities.

2.07 Minutes - Following each Board meeting, the chairperson shall provide a draft set of minutes to members of the Board. The draft minutes shall be on the agenda for action at the next meeting of the Board.