

**WEST VIRGINIA
SECRETARY OF STATE
BETTY IRELAND
ADMINISTRATIVE LAW DIVISION**

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SECRETARY OF STATE

Form #5

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: Higher Education Policy Commission TITLE NUMBER: 133

CITE AUTHORITY: W. Va. Code §6-9A-1 and 18B-1-6

RULE TYPE: PROCEDURAL INTERPRETIVE

EXEMPT LEGISLATIVE RULE

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 47

TITLE OF RULE BEING AMENDED: Commission Organization and Meetings

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS February 3, 2008



Authorized Signature

#360

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**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 – January 4, 2008
- 1.4 Effective Date – February 3, 2008

§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 two consecutive terms in the same office.
- 2.2 There shall be three standing committees: the Executive Committee, the Finance Committee and the Academic Policy Committee.
 - 2.2.1 The Executive Committee shall consist of the officers of the Commission, the chairs of the Finance and Academic Policy Committees, and the Commission's immediate past chair.
 - 2.2.2 The Finance and Academic Policy Committees shall consist of Commission members and chairs appointed by the Chair of the Commission. Each Commission member shall be assigned to either the Finance or Academic Policy Committee.
- 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 six (6) 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 and committee 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 and the committees shall be open to the public, except the Commission or a committee 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 or a committee 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 or committee.
- 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.

SUMMARY

Title 133 Procedural Rule Higher Education Policy Commission

Series 47 Commission Organization and Meetings

This rule established the committee structure of the Policy Commission and the method for holding and conducting its meetings and is being amended to clarify the definition of a majority in establishing a quorum as the result of a recent opinion of the Ethics Commission.

**Title 133
Procedural Rule
Higher Education Policy Commission**

**Series 47
Commission Organization and Meetings**

No comments were received during the official thirty-day public comment period that concluded on January 2, 2008.

APPENDIX B
FISCAL NOTE FOR PROPOSED RULES

Rule Title: Commission Organization and Meetings

Type of Rule: Legislative Interpretive Procedural

Agency: West Virginia Higher Education Policy Commission

Address: 1018 Kanawha Boulevard East, Suite 700, Charleston, WV 25301
Contact: Brian Noland, Chancellor

Phone Number: 304-558-0699 Email: noland@hepc.wvnet.edu

Fiscal Note Summary

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

The purpose of this revision is to clarify the definition of a majority in establishing a quorum. There is no impact on costs or revenue.

Fiscal Note Detail

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

FISCAL YEAR			
Effect of Proposal	Current Increase/Decrease (use "--")	Next Increase/Decrease (use "--")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	0.00	0.00	0.00
Personal Services	0.00	0.00	0.00
Current Expenses	0.00	0.00	0.00
Repairs & Alterations	0.00	0.00	0.00
Assets	0.00	0.00	0.00
Other	0.00	0.00	0.00
2. Estimated Total Revenues	0.00	0.00	0.00

Rule Title: _____

Rule Title: Commission Organization and Meetings

- 3. Explanation of above estimates (including long-range effect):**
Please include any increase or decrease in fees in your estimated total revenues.

There will be no effect on cost or revenue.

MEMORANDUM

Please identify any areas of vagueness, technical defects, reasons the proposed rule **would not** have a fiscal impact, and/or any special issues **not** captured elsewhere on this form.

Date: 1-4-2008

Signature of Agency Head or Authorized Representative

B. Miller