

McMurry University
Science and Mathematics Advisory Board
Out of Cycle Meeting Procedure

Purpose: To establish acceptable guidelines allowing the Board to conduct business between regularly scheduled meetings.

Requirement:

An Out of Cycle Meeting may be conducted when

- A) **Board Action needs to be taken before the next scheduled meeting.**
- B) **The needed action exceeds the authority given by the Board to the Chairman and/or Executive Committee**

Procedure:

- 1) An Out of Cycle meeting may be conducted when approved by a majority of the Executive Committee. In the event of a tie vote in the Executive Committee, the Board Chairman's vote shall be the determining vote or the Vice Chairman's vote should the Chairman not be able to vote.
- 2) The meeting may be conducted by Convening the Board, Electronic Mail, Tele-conferencing, Fax, Web Site, Telephone calls, USPS or other media available to the Board Members.
- 3) Meeting Agenda, subject information, urgency, requested action with motion for vote (if appropriate) and required response date must be provided for each meeting.
- 4) The Chairman or in the absence of the Chairman the Vice-Chairman will determine the media to be used to conduct the meeting, administer the process and insure minutes of the meeting are recorded.
- 5) A quorum consisting of a simple majority of the existing Board membership must participate in the meeting for the meeting to be valid
- 6) A simple majority of the responding Board Members will determine the action to be taken