

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: GOVERNANCE AND ORGANIZATION

Policy 217.1 – Local Executive Boards

*Effective: April 11, 1978; Revised: November 18, 2011*

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**I. Board policy:**

A. Each campus shall have a local executive board appointed as provided in 20-25-303 M.C.A. Local board functions relating to institutional management or staff are limited to such as may be conferred by the board and are subject always to the supervision of the latter.

B. Functions - The functions of each local board shall include consultative and advisory service to the CEO of the institution as well as other duties as may be duly specified and communicated to them by, or on behalf of, the board, CEO, or the commissioner of higher education.

C. Each local board is expected to:

1. Function as liaisons between the local units and their constituents.
2. Foster increased public awareness of the contributions and value of their associated units to their local areas and to the state as a whole.
3. Encourage discussion and support of steps and plans to enhance the system units' ability to carry out their missions, especially through contact with community opinion leaders.
4. Utilize factual information from the commissioner of higher education, CEOs of individual units, and other qualified sources as needed to accomplish these duties.
5. Become knowledgeable on materials and issue communications provided by the regents or commissioner of higher education.
6. Each member is expected to faithfully attend and participate in local executive board individual and group meetings.

D. As a group the local boards are expected to:

1. Act as advocates for the university system as a whole.
2. Work in concert with each other to coordinate their efforts effectively.
3. Engage in free discussions of ideas to enhance the provision of the consultative and advisory services expected of them.

E. Compensation - Each member of a local executive board may be compensated as provided by § 20-25-303(5).

F. Meetings – Each local board shall meet at least once each calendar quarter (see § 20-25-304 MCA) and shall keep minutes of its proceedings (see § 2-3-213 MCA). Any of these quarterly meetings may be scheduled and held in collaboration with any other campus organization meeting for the purpose of facilitating direct local executive board involvement with other campus organizations. Local executive board activities at any such meeting may be determined by the campus president, chancellor or dean in consultation with the local executive board.

**II. Definitions:**

The board of regents of higher education is referred to herein as the "board"; and local executive boards are referred to as "local boards". When "institution" is mentioned in the singular or plural, it means the particular institution with which a particular local board is concerned.

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History:

Item 3-016-R0174, Regulations Respecting Local Executive Boards for Institutions of the Montana University System Subject to the Jurisdiction of the Board of Regents of Higher Education as revised April 11, 1978, July 26, 1985, November 18, 1999 (Item 104-103-R0999), and November 16, 2001 (Item 112-111-R0901). Item 153-112-R1111, revised November 18, 2011.

**REPEALED May 2013**