



I-4.00 POLICY ON USM AND INSTITUTIONAL BOARDS AND COMMISSIONS

(Approved by the Board of Regents February 1, 1989 and March 1, 1989; revised April 16, 2004; revised June 17, 2011; revised June 21, 2019)

A. Institutional Board of Visitors

1. Each President may establish an institutional advisory board, to be called a Board of Visitors, as authorized in Section 12-109(E)(16) of the Education Article, to provide advice, assist in community relations, assist in institutional development, or provide other assistance requested by the President to enhance the institution.
2. Prior to the establishment of a Board of Visitors, each President shall submit to the Chancellor for approval by the Board of Regent a proposal for such a Board, to include the proposed role of the Board and the number and composition of its membership.
3. Members of a Board of Visitors may be drawn from the general public and from the campus. Because such a Board may advise the President on institutional policies, membership may not include members of the University System of Maryland Board of Regents or the Maryland Higher Education Commission, elected State officials, or appointed State officials of cabinet rank. Members serve at the pleasure of the President or for a term as established in the proposal or in the bylaws. The names of the member shall be submitted to the Chancellor.
4. Once approved, the proposal may be amended on the recommendation of the President and the approval of the Board of Regents. Proposals to amend may include changes in the number and composition of the membership, the role of the Institutional Board, or its abolition.
5. The President shall call the meetings of the Board and shall set the agenda.
6. Members shall serve without compensation but shall be entitled to reimbursement for expenses in accordance with the State Standard Travel Regulations.
7. Members shall not take any actions which conflict with their roles as a members of the Board of Visitors.

8. Presidents shall inform members of their responsibilities and of the requirement to avoid conflicts.
9. Presidents may remove any member who, in the judgment of the President, has a conflict of interest.

B. Advisory Boards to Departments, Schools or Colleges, Centers, Institutes or Regional Centers

1. Deans, Department Chairs and Directors of Centers and Institutes affiliated with USM institutions may establish Advisory Boards to provide advice, assist in community relations and fund-raising, or provide other assistance requested by the Dean, Chair, Director or Regional Center Executive Director to benefit or enhance the specific unit.
2. Members of such advisory boards may be drawn from the general public, the alumni base or from the institution. Members serve at the pleasure of the head of the unit or for a pre-determined term of office. Unlike boards advising Presidents directly, these advisory boards may include members of the USM Board of Regents or other public officials since they do not advise on institutional policy. The members of these boards shall be approved by the institutional President. The President shall inform the Chancellor of any members who are Regents or public officials.
3. The Dean, Chair, Director or Regional Center Executive Director shall call the meetings of the Board and shall set the agenda.
4. Members of the USM regional center advisory boards are appointed according to the bylaws approved for each center by the Board of Regents. Members of the USM regional center advisory boards may be drawn from the general public, System alumni, and local or regional offices and organizations. The bylaws of the regional center may stipulate that certain educational, legislative, industry and administrative offices, including the USM Board of Regents, have a representative appointed to the advisory board. Members of the regional center advisory boards are appointed by the Chancellor based on nominations submitted by the Executive Director and serve for a pre-determined term of office.
5. Members of these Boards will be expected to be advocates for the unit they advise and will be expected to be supportive of the unit, the institution and the USM.
6. Members shall serve without compensation but shall be entitled to reimbursement for expenses in accordance with the State Standard Travel Regulations.

7. Members shall not take any actions which conflict with their roles as Advisory Board members. Presidents or Regional Center Executive Directors may remove any member who, in the judgment of the President or Regional Center Executive Director, has a conflict of interest.

C. Other Boards, Commissions, Committees, Councils or Similar Advisory Bodies

1. From time to time, the chancellor or a USM institution president may establish an ad hoc commission, committee, council or similar advisory body (“Commission” or “Commissions”) to provide advice regarding, or conduct an investigation of, a particular discrete matter. Prior to the establishment of any Commission, the chancellor (if the chancellor will be establishing the Commission) or institution president (if such president is establishing such Commission) shall inform the Board of Regents of the charge to such body and the terms upon which members will be appointed. Members of such Commissions shall comply with all applicable laws and policies related to service on such Commissions and shall notify the chancellor or institution president, as applicable, of any real or perceived conflict of interest related to service on the Commission at the time of appointment or at such time as the conflict arises. In addition, no member of such Commission shall receive compensation for service on such Commission, other than reimbursement for reasonable out-of-pocket expenses in accordance with State Standard Travel Regulations. The preceding sentence shall not apply to the governing board of a tax-exempt organization associated with the USM or an institution which (a) was in existence as an entity described in Section 501(c)(3) prior to 2019; and (b) described its compensation arrangements in the entity’s Internal Revenue Service application for Status as a tax exempt organization upon initial organization.
2. If the services of professionals are necessary to support the work of a Commission, such services shall be procured consistent with USM Procurement Policies and Procedures, BOR VII-3.00, as well as all other BOR policies and applicable law. Consistent with the principles of shared governance, the Board of Regents may modify the existing policies to require BOR approval for cumulative professional services costs to support a Commission and its members in excess of \$500,000. No remuneration for professional services may be provided to any Commission member, a member’s immediate family member, or any member of the Commission member’s household, or to any entity in which a Commission member, the member’s immediate family members, or any member of the Commission member’s household has a financial interest.