



MICHIGAN STATE UNIVERSITY  
**BOARD OF TRUSTEES**  
Executive Action Summary

Academic Affairs- Attachment 1

**APPROVED**  
**JUNE 28, 2024**  
**BOARD OF TRUSTEES**  
**MICHIGAN STATE UNIVERSITY**

**Date** June 28, 2024

**Committee Name** Academic Affairs

**Agenda Item:** Revision to BOT 101, *Amendment of Board of Trustees Policies*

**Information**

**Review**

**Action**

**Resolution:**

BE IT RESOLVED, that the Board of Trustees hereby approves revisions to BOT 101, *Amendment of Board of Trustees Policies*, as indicated in Attachment A.

**Recommendation:**

The Trustee Committee on Academic affairs recommends that the Board of Trustees approve the following:

- The conversion of BOT Policy 101 to the adopted standard policy template with technical amendments as indicated in Amendment A.

**Prior Action by BOT:**

The Board of Trustees approved the transition of BOT policies to a standard policy template on September 8, 2023.

**Responsible Officers:**

Stefan Fletcher, Secretary and Chief of Staff to the Board of Trustees

**Summary:**

The Board of Trustees authorized the adoption of a standard policy template for board policies in September 2023. The use of a standard policy template improves the readability, usability, and consistency of board policies.

BOT 101 has been converted to the standard policy template along with technical amendments including an updated reference to the Secretary to the Board of Trustees. The language in the policy which refer to process was moved to the procedures subsection. No substantive alterations have been made to the language of the policy, including to the threshold required for a board policy to be adopted

or revised.

**Background Information:**

As part of the overall vision to appropriately update Board of Trustees policies, the conversion of BOT 101 to the standard template will provide consistent information for those charged with implementing or complying with BOT 101. The standardized policy template features standard subheadings and scheduled review dates which are standard policy management features to aid the organization of policy content and guide the systematic review of board policies.

**Source of Funds:**

Not applicable.

**Resource Impact:**

Not applicable.



## Board of Trustees Policy

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**POLICY NUMBER: BOT 101**

**POLICY NAME: Amendment of Board of Trustees Policies**

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<b>Effective Date:</b>	<a href="#">December 3, 1982</a>
<b>Last Review Date:</b>	<a href="#">June 28, 2024</a>
<b>Next Scheduled Review Date:</b>	<a href="#">June 2029</a>

### I. POLICY STATEMENT

This policy aims to clarify the scope and process for amendments to Board of Trustee level policies. Board of Trustees' policies guide university level policy and procedures and support the goals and administrative functions of the university.

### II. RESPONSIBLE OFFICE

The Board of Trustees and the Office of the President are responsible for proposals to alter or revise board policies. The Office of the Secretary to the Board of Trustees maintains these policies.

### III. SCOPE

This policy applies to all board level policies that are adopted or amended by the Board of Trustees.

### IV. DEFINITIONS

None listed.

## V. POLICY

The Board of Trustees will, from time to time, adopt statements of policy expressing the position of the University on certain matters. The Board of Trustees reserves the right to change its policies as circumstances require.

The official copy of the ~~b~~Board's policies, including effective amendments thereto, is maintained in the Office of the ~~Vice President and~~ Secretary to the Board of Trustees. Board of Trustees Policy is amended by formal action of the board at a regular meeting or a special meeting. ~~Proposals for changes in Board of Trustees policies may come from a member of the Board of Trustees or from the Office of the President. Any proposed Board policy revision, addition, or deletion shall be clearly identified as such.~~

## IV. PROCEDURES

Proposals for changes in Board of Trustees policies may come from a member of the Board of Trustees or from the Office of the President. Any proposed ~~b~~Board policy revision, addition, or deletion shall be clearly identified as such.

## VII. RELATED POLICIES AND INFORMATION

Board of Trustees policy changes will be presented to the Committee on Academic Affairs and then provided to the board for a vote on the new or revised policy. The template for this can be found by contacting the Office of the Secretary to the Board of Trustees or online here:

[MSU BOT Policy Template-Final.docx](#)

## VIII. HISTORY

Enacted: December 3, 1982

Amended: June 28, 2024  
September 8, 2023

Retired Policy No. 01-01-01



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