

**MORGAN STATE UNIVERSITY BOARD OF REGENTS
POLICY ON INDIVIDUAL REQUESTS FOR INFORMATION**

The Board of Regents and the committee of the Board routinely request and receive information from the University administration about various aspects of University operations and management. The information ranges from singular questions requiring short verbal responses to data analysis and topical studies requiring published reports, internal audits, and the written presentations on special issues and concerns. Such information sharing is vital to the Board's fulfilling its policy making, budget and program review and fund raising responsibilities as a governing body. Beyond the routine requests, the University administration sometimes receives a requests from individual Board members, which may or may not represent or relate to the interests or business before a particular committee or the Board as a whole. The Board of Regents seeks to provide an orderly process for facilitating these individual requests that:

- (1) Ensures the staff is not unnecessarily taxed with requests unrelated to the business before the Board;
- (2) Allows the Board an opportunity to discuss with the individual Regent the reasons and appropriateness of his or her request for information if the Board so chooses;
- (3) Ensures that the personal interest of individual Board members does not conflict with the collective dictates and will of the Board;
- (4) Ensures that the requests for information are directed to the appropriate University administrator.

To this end, the Board adopts the following procedure for any member of the Board who wishes to obtain information from Morgan State University;

1. All requests for information shall be sent to the Chairperson of the Board of Regents. Delivery may be made by mail, hand delivery, or facsimile transfer.
2. The Chairperson shall bring the request to the Board for its deliberation or promptly forward the request to the President of the University or his designee.
3. The President of the University or his designee shall respond in writing to all requests for information. A response shall be addressed to the Regent(s) who sought such information, with a copy of the response provided to the Chairperson of the Board of Regents.

Notwithstanding the foregoing, the Chairperson of the Board of Regents shall retain the authority to make informal requests for information on behalf of the Board of Regents.

Additionally, if information is requested pursuant to an official action of the Board of Regents or a committee of the Board, this policy shall not apply.