

The Regents of the University of California

**SPECIAL COMMITTEE ON REGENTS-PROCEDURES**

May 17, 2000

The Special Committee on Regents- Procedures met on the above date at Covell Commons, Los Angeles campus.

Members present: Regents Atkinson, Connerly, Davies, Hopkinson, and Preuss

In attendance: Regents Bagley, Lansing, Montoya, Moores, Pannor, and Sayles, Regents-designate Fong, Kohn, and Miura, Faculty Representative Coleman, Secretary Trivette, General Counsel Holst, Provost King, Senior Vice President Kennedy, Vice Presidents Broome and Gomes, Chancellors Dynes, Greenwood, Orbach, Tomlinson-Keasey, and Vanderhoef, and Recording Secretary Nietfeld

The meeting convened at 11:15 a.m. with Special Committee Chair Preuss presiding.

**1. APPROVAL OF MINUTES OF PREVIOUS MEETING**

Upon motion duly made and seconded, the minutes of the meeting of March 15, 2000 were approved.

**2. DELEGATION FOR SIGNATURE AUTHORITY FOR THE SECRETARY TO APPOINT ACTING ASSISTANT SECRETARIES OF THE REGENTS**

The Secretary recommended that she have authority to appoint individuals holding the title University Counsel to serve as Acting Assistant Secretaries as needed, effective immediately.

The Committee was informed that this item seeks to confer upon the Secretary of The Regents the authority to appoint temporarily, from time to time, one or more persons from the General Counsel's Office who are authorized to sign documents in the absence of the Secretary and the Associate Secretary or to attest to their signatures in the event that both the Secretary and the Associate Secretary are unavailable. It is anticipated that this authority will need to be exercised rarely and only when both the Secretary and the Associate Secretary expect to be absent for an extended time. Designation of University Counsels as Acting Assistant Secretaries is recommended with the concurrence of the General Counsel.

Upon motion duly made and seconded, the Special Committee approved the Secretary's recommendation and voted to present it to the Board.

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The meeting adjourned at 11:16 a.m.

Attest:

Secretary