



Smithsonian Institution

MEETING PROCEDURES

SCHEDULE

While by law the Regents are required to meet at least once a year in Washington, D.C., in practice they hold at least four meetings per year. Meetings are scheduled a year or more in advance and usually held on Mondays in January, April, June, and October. January and June meetings are focused on the regular business of the Board. April meetings serve as the annual strategic meetings of the Regents where a specific area of focus is showcased, explored, and discussed. Every October, the Regents' hold an annual public forum. The meetings ordinarily begin at 8:30 a.m. and conclude by 4:00 p.m. Included in the meetings are the Regents, the Secretary and his management team, Smithsonian liaisons to the Congressional and ex officio Regents, and members of the Office of the Regents. By Regents' resolution since 1846, the meetings are closed to the public and news media. One time each year, the Regents hold an annual forum, which is open to the media and all members of the public. In addition, following the conclusion of each meeting, the Secretary and the Chair of the Board meet with members of the news media to provide an overview of major issues and decisions. Regents are encouraged to attend the meetings in person as there is no provision for proxies.

Monday	January 31, 2022	Meeting of the Board of Regents
Monday	April 11, 2022	Meeting of the Board of Regents
Monday	June 13, 2022	Meeting of the Board of Regents
Monday	October 24, 2022	Meeting of the Board of Regents

MATERIALS

Regents' meetings are formal sessions and deliberations are based on a set of papers furnished to the Regents in advance of each meeting. Typically generated by management, the papers are first reviewed by the appropriate Regents' committee. If endorsed by the committee, the paper is then reviewed by the Executive Committee at a meeting in advance of the Regents' meeting. Once endorsed by the Executive Committee, the full meeting materials are distributed to the Board for consideration. Resolutions are included in the papers and are adopted by voice vote and only rarely by a show of hands.

Assistants to the Congressional and ex officio Regents constitute as the Smithsonian Regents' Liaison Group which meets with the Secretary's management team a few days prior to each of the Regents' meetings to discuss the agenda.

EXPENSES

The statute, as well as traditions of not-for-profit organizations, provides for the conditions of members' service on the Board of Regents. Members serve without compensation but may be reimbursed for expenses incurred when attending meetings on behalf of the Smithsonian. In practice, the majority of the Regents do not ask for reimbursement of their expenses for travel and lodging, choosing instead to claim these expenses as tax deductions for charitable activities. Some Regents invoice the Smithsonian for reimbursement and, as a matter of policy, are reimbursed for reasonable travel and lodging costs but not the expenses of Regents' spouses. Please see the attached policy on Regents' meeting expenses, which was approved by the Inspector General.

COMMITTEES

The Board has a standing Executive Committee; Advancement Committee; Audit and Review Committee; Compensation and Human Resources Committee; Facilities Committee; Finance Committee; Governance and Nominating Committee; Investment Committee; and Strategy, Innovation, and Technology Committee. Traditionally, each Citizen Regent is a member of three committees and serves as Chair of one committee. Congressional Regents are assigned to two committees. Each Committee meets two to four times per year, depending on the requirements of the Committee Charter and needs of the Institution.