

Chapter 00 -- Definitions, Style, and Citations

Dates Approved or Amended:

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00.01 **Definitions.** Unless the context clearly requires otherwise, the following words and phrases have the assigned meanings when used throughout *The Rules and Regulations of the Board of Regents of the Texas Tech University System*:

00.01.1 Definitions relating to: **Board of Regents.**

- a. "board" means: the Board of Regents of the Texas Tech University System.
- b. "board policy statement" means: official policies adopted by the board that are not incorporated into the *Regents' Rules*; board policy statements include: the Audit Committee Charter, the Investment Policy Statement for the Long Term Investment Fund, the Investment Policy Statement for the Short/Intermediate Term Investment Fund, the Board Policy Statement on Seals, and any other such official policies that may be enacted by the board that are not incorporated into the *Regents' Rules*.
- c. "CAE" means: the Chief Audit Executive.
- d. "chair" means: the chair of the board.
- e. "*Regents' Rules*" means: *The Rules and Regulations of the Board of Regents of the Texas Tech University System*.
- f. "secretary" means: the secretary of the board.
- g. "vice chair" means: the vice chair of the board.

00.01.2 Definitions relating to: **Texas Tech University System.**

- a. "chief executive officer" means: the chancellor (who is the chief executive officer of the TTU system as well as of the TTU system administration) or the president (who is the chief executive officer of the president's component institution), with the context of the term's usage determining whether the reference is to the chancellor or a president.
- b. "TTU system" or "TTUS" means: all component units of the Texas Tech University System, including the TTU system administration and the component institutions.
- c. "TTU system — principal officers" means: the TTU system administration officers and the principal officers of component institutions.

00.01.3 Definitions relating to: **TTU system administration.**

- a. "chief financial officer" means: the vice chancellor and chief financial officer of the TTU system.
- b. "general counsel" means: the vice chancellor and general counsel of the TTU system.
- c. "Office of the Chancellor" means: the chancellor, other personnel who function as members of the TTU system administration executive management (such as a chief of staff or an executive assistant to the chancellor), and their respective support staff.
- d. "TTU system administration" or "TTUSA" means: the Office of the Chancellor, the vice chancellor and chief financial officer, the vice chancellor and general counsel, other vice chancellors, other TTU system administration officers, and all other system administration personnel required by the chancellor to carry out the duties assigned by the board.
- e. "TTU system administration officers" means: the chancellor, vice chancellor and chief financial officer, vice chancellor and general counsel, other vice chancellors, and other personnel

who function as members of the TTU system administration executive management, including but not limited to positions such as a chief of staff and executive assistants to the chancellor.

00.01.4 Definitions relating to: **component institutions.**

- a. "ASU" means: Angelo State University.
- b. "chief fiscal officer" means: the chief financial officer and/or vice president for fiscal affairs of a component institution.
- c. "component institution(s)" means: TTU, TTUHSC, TTUHSC El Paso, ASU, and/or any other institution that may be added to the Texas Tech University System.
- d. "Office of the President" means: the president of a component institution and the president's immediate staff.
- e. "principal officers of ASU" means: the president, provost, and vice presidents.
- f. "principal officers of TTU" means: the president, provost, and vice presidents.
- g. "principal officers of TTUHSC" means: the president, provost, and vice presidents.
- h. "principal officers of TTUHSC El Paso" means: the president, provost, and vice presidents.
- i. "TTU" means: Texas Tech University.
- j. "TTUHSC" means: Texas Tech University Health Sciences Center.
- k. "TTUHSC El Paso" means: Texas Tech University Health Sciences Center at El Paso.

00.01.5 Definitions — **in general.**

- a. "ex officio member" means: a person who serves on a committee or other entity by reason of another office that individual holds. Unless specifically provided otherwise, an *ex officio* member: may not vote on any matter before that committee or other entity or make or second any motion before that committee or other entity; and is not counted in determining whether a quorum exists for a meeting of that committee or other entity.
- b. "operating manuals" means: the operating policies, procedures, rules, and regulations of the TTU system administration or a component institution, irrespective of whether they are compiled in one or more publications such as a *Student Handbook*, a *Faculty Handbook*, an *Operating Policy and Procedure Manual*, or similar compilations of TTUSA or component institution operating policies, procedures, rules, and regulations.

00.02 **Style.**

- 00.02.1 *Regents' Rules.* The secretary will ensure that the style of the *Regents' Rules* as adopted by the board, including amendments thereto, is adhered to when amendments are proposed for adoption.
- 00.02.2 Operating manuals. The Office of the General Counsel shall take the lead in developing and maintaining a consistent style for the various elements of the operating manuals and shall assist the Office of the Chancellor in the review of operating manuals pursuant to Section 02.04.2.j, *Regents' Rules*.

00.03 **Citations.**

- 00.03.1 Formal citations. Formal citations to this volume should include the full title: *The Rules and Regulations of the Board of Regents of the Texas Tech University System*.
- 00.03.2 Informal citations. When the context makes it clear that a citation is to *The Rules and Regulations of the Board of Regents of the Texas Tech University System*, this volume may be cited as "*Regents' Rules*."

00.03.3 Particular provisions.

- a. An entire chapter may be cited informally, for example, as Chapter 08, *Regents' Rules*, and formally, for example, as Chapter 08, *The Rules and Regulations of the Board of Regents of the Texas Tech University System*.
- b. Each provision in the *Regents' Rules* has a unique number. When citing a particular provision of the *Regents' Rules*, it is not necessary to include a chapter reference other than as a part of the section number.
- c. An appropriate citation to a particular provision of the *Regents' Rules* would be, for example, "Section 08.04.5.b.(1)(a)(iv), *Regents' Rules*" where within that citation:
 - (1) "08" designates Chapter 08;
 - (2) "04" designates the fourth section of Chapter 08;
 - (3) "5" designates the fifth subsection of the fourth section of Chapter 08;
 - (4) "b" designates the second division of the fifth subsection of the fourth section of Chapter 08;
 - (5) "(1)" designates the first subdivision of the second division of the fifth subsection of the fourth section of Chapter 08;
 - (6) "(a)" designates the first item of the first subdivision of the second division of the fifth sub-section of the fourth section of Chapter 08; and
 - (7) "(iv)" designates the fourth sub-item of the first item of the first subdivision of the second division of the fifth subsection of the fourth section of Chapter 08.