

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 205.8

Title Board Meetings

Agenda for Board Meetings

The agenda shall serve as the official notice of the Board meeting.

The agenda for each Board meeting shall be prepared by the President at least three days in advance of all meetings. The agenda for regular and special meetings shall be prepared and forwarded to each Director. A copy of the agenda shall also be forwarded to designated staff members and each interested media representative who has indicated a desire to receive an agenda. The agenda shall also be available on an individual basis to any interested organization or individual.

In order that complete agendas may be made public prior to meeting time, and to provide the College administration adequate preparation time, Board members and citizens shall forward items to the President's office no later than 8 a.m. on the Wednesday preceding the regular meeting. Emergency items shall also be referred to the President's office for inclusion in the agenda.

The agenda shall contain supporting data for suggested items of business. The tentative agenda shall be specific enough to properly inform the public of the business before the Board. The tentative agenda may be amended within the 24-hour notice period only if good cause exists requiring action on additional matters. If such matters are added, a statement to that effect should be entered in the minutes. Items added to the agenda may be discussed or taken under advisement by the Board. If an added item is acted upon, the minutes of the meeting shall state the reason justifying the immediate action.

Date of adoption 7/16/67

Legal Reference: (Code of Iowa)

Date of last revision 7/21/86

21.4

Date of current revision 1/8/96

Related Administrative Procedures and Cross References \_\_\_\_\_

Board of Director's Handbook; 205.2 Special Meetings; 205.10 Order of Business - Regular

Meetings