

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Board of Governors 800.0000.79
SUBSECTION: Board Meetings 830.0000.79

Agenda Preparation and Distribution
Policy Number: 830.0600.79

POLICY

A proposed agenda for each regular meeting of the Board shall be prepared by the President, may be amended and shall be approved by the Chairperson. A copy of the proposed agenda shall be mailed, by regular first-class mail, to each member of the Board at his/her address as shown on the books and records of the Board no later than four days prior to the date upon which the Board is to convene.

Members of the Board may submit items to be placed on the agenda for any regular meetings of the Board. The item must be submitted in writing and communicated to the President and/or Chairperson prior to the finalization of the agenda and in compliance with the Nebraska law concerning public meetings.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1979

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: State of Nebraska Law