

<b>Subject: Agenda and Minutes for Regular and Special Meetings Policy</b>			<b>Policy No.: 108</b>
<b>Original Issue: 12/13/1980</b>	<b>Last Revised: 05/27/2016</b>	<b>Last Reviewed: 05/18/2016</b>	<b>Page: 1 of 1</b>
<b>Board Policy 8 is revoked and replaced with Board of Trustees Policy 108</b>			

**PURPOSE**

The purpose of this policy is to provide for the preparation and submission to Trustees of an agenda for all Board Meetings.

**ACCOUNTABILITY**

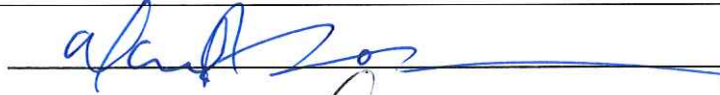
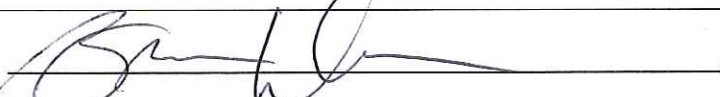
The Board of Trustees (BOT) is accountable for ensuring implementation of and adherence to this policy.

**SCOPE**

The Board of Trustees recognizes that creating agendas for meetings is essential to the effectiveness and efficiency of Board meetings.

**POLICY**

1. At the direction of the President, it shall be the responsibility of Management to prepare and submit to each Trustee, an agenda or program of the matters to be transacted at said meeting and setting forth the order of business;
2. The Board of Trustees will hold Regular Monthly Board Meetings. Minutes of all Regular Board Meetings will be recorded and transcribed, distributed to all Board members, and kept in the **OFFICIAL MINUTE BOOK** provided for that purpose; with electronic backup;
3. The Board of Trustees may hold an Executive Session at any time during the course of a Regular or Special Meeting. The order of Executive Sessions will be at the discretion of the Board.

	_____, Chairman of the Board	Date: <u>5/27/16</u>
	_____, Policy Committee Chairman	Date: <u>5/27/16</u>