



## Board of Trustees Regular Agenda Request Form

**Please fill out and submit by 4:00pm on the second Wednesday of each month.**

Staff, Faculty, and Students submit form to President or Chair Person.

Board of Trustees and Community members submit form to Chairperson of the Board.

Date: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

A copy of the report, request form, policy change, etc. **MUST** be attached to this form.

Name of Presenter: \_\_\_\_\_ Date of Presentation: \_\_\_\_\_

Nature of Presentation:    Administrative                       Informational                       Report   
   Policy Change                       Require Action

Subject of Presentation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

President or Chairperson of Board Signature: \_\_\_\_\_

### **BOARD BY-LAWS, ARTICLE V, SECTION 6:**

The College President, concurrent with the Chair, shall develop the regular Board meeting agenda and provide background information for each agenda item. Requests for placing items on the agenda shall be given to the President in sufficient time to develop informational materials.

- 6.1 No new business shall be considered by the Board unless items are approved by Board Chair to be placed on the agenda and relevant information has been delivered to the Board members at least four (4) working days prior to the next regularly scheduled meeting

### **BOARD POLICY MANUAL, SECTION J: ADEQUATE INFORMATION TO PRECEDE ACTION:**

Except in extraordinary circumstances declared by the Board, the Board shall give careful consideration to a request for action on any matter before it is initiated by a person(s) other than the President. The President shall be directed to examine and evaluate the request for action as to its impact on the College generally, and programs, students and staff specifically, before making a recommendation to the Board.