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| <b>CHAPTER 1</b>                           | <b>SECTION NO.</b>                  |
| Board of Trustees                          | 1.05                                |
| <b>REFERENCE</b>                           | <i>Adopted: October 12, 2010</i>    |
| 1.05.05      Agenda and Rules of Procedure | <i>Reviewed: September 14, 2010</i> |
|  | <i>June 13, 2023</i>                |
|  | <i>Revised: June 13, 2023</i>       |

The agenda of the meetings will be prepared and sent to the Board members and posted for the media and public by the President of the College.

Board of Trustees meetings shall be conducted according to the current edition of Robert's Rules of Order, except as modified by the Board.

Agenda items (including "Old" or "New" Business) will be brought to the attention of the Board Chair and/or President at least one week prior to the regular meeting date. If an unforeseen event arises, the items must be presented to the President as early as possible in advance of the meeting for approval to include on the agenda. Once the agenda has been prepared, and providing the item is not of an unforeseen nature, any items presented after the agenda has been set will be held and placed on the agenda for the following month. Individual Board members may request the addition of items to the agenda and with a majority vote approval of the other Board members an item(s) could be added.

The Consent Agenda typically contains routine matters. Items on the Consent Agenda are dealt with in a single motion. Items may be added or removed from the Consent Agenda at the request of any Trustee.