

ADMINISTRATIVE RULE NO: 2045-01
RELATED TO POLICY SERIES NO: 2045

TITLE: AGENDA DEVELOPMENT PROCEDURE

- A. LBCC Board of Education meetings are generally held on the third Wednesday of each month at 7:00 p.m. Prior notice must be given if the date or location of a board meeting is changed.
- B. Agenda items, other than standing agenda items, and original copies of all support materials are to be submitted to the college president not later than the Monday of the week prior to the Board of Education meeting.
- C. Responsibility for development of the agenda:
 - 1. Agenda items and support material developed by the staff should be approved by a vice president prior to submission to the college president for inclusion on the agenda.
 - 2. Agenda items and support material from the community or college associations, other than standing agenda items, should be forwarded to the college president for approval and inclusion on the agenda.
 - 3. Contracts, grant proposals, and transfers of funds are the responsibility of a vice president or the president. These items must be reviewed by the vice president of Student Services and Government Relations, who will submit them to the president by the Monday of the week prior to the board meeting.
 - 4. All agenda items and support material will be reviewed by the president before sending to the board. In the absence of the president, a designated administrative officer will review the items.

DATE OF ADOPTION: 08/13/84

DATE(S) OF REVISION(S): 04/29/97; 09/18/07