



**Broward
Community
College**

Policy Manual

Title: Preparation and Delivery of the Agenda	Number: 6Hx2-1.10
Legal Authority: Fla. Statutes 120.53 (1)(d); 120.54 (1)	Page: 1 of 1

Agenda. The President shall be responsible for the preparation and delivery of the Board agenda. The agenda shall be prepared in time to insure that a copy of the agenda may be received at least 7 days before the event by any person in the State who requests a copy and who pays the reasonable cost of the copy. The agenda shall contain the items to be considered, in the order of presentation. After the agenda has been made available, change shall be made only by the Board of Trustees. Notification of such change shall be at the earliest practicable time.

Notice. The College shall give notice of meetings, hearings, and workshops in the same manner as that prescribed for the adoption, amendment, or repeal of College rules, except that the notice requirement shall not apply to emergency meetings. Such notice shall be given (1) by publication in a newspaper of general circulation in Broward County, (2) by mail to persons who have made requests for advance notice and to organizations representing persons affected by the proposed rule, and (3) by posting in appropriate places so that the persons to whom the intended action is directed may be duly notified. Such publication, mailing, and posting of notice shall occur at least 21 days prior to the intended action.

[Link to Procedure A6Hx2-1.10](#)

History: Revised on January 17, 1978; revised on June 20, 1978; revised on March 19, 1991; revised on April 16, 1997

Approved by the Board of Trustees	Date 04/16/97	President's Signature 	Date 04/16/97
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