



Broward
Community
College

Procedure Manual

Title: Preparation and Delivery of Agenda	Number: A6Hx1.10
Policy Number: 6Hx2-1.10	Page: 1 of 1

Preparation and Delivery of Agenda

Agenda. In accordance with *Florida Statutes*, Chapter 120.53(1)(d), the agenda for forthcoming Board of Trustees meetings must be available for public review not fewer than 7 days prior to the meeting. The agenda should be sufficiently detailed so that a member of the public can reasonably determine from reading the agenda if he/she has a substantial interest in a specific item to be considered by the Board. The agenda will be made available in the office of the President for a reasonable cost per copy. Detailed information related to each item to be considered by the Board will also be available.

The Executive Assistant to the President will assemble all items submitted for the agenda. Any persons wishing to have an item placed on the agenda for the regular meeting of the Board of Trustees shall prepare an agenda transmittal sheet and forward the item through normal institutional channels so that it reaches the President’s office not later than the deadline established.

Board of Trustee’s Information Packets. Detailed information related to each item for Board consideration will be disseminated to Board members and to selected staff and faculty not later than 3 working days prior to the scheduled Board meeting. Items for consideration in special meetings, along with appropriate comments and recommendations from the President, shall be delivered in advance as early as possible, consistent with the Administrative Procedures Act.

Public Notice. In accordance with *Florida Statutes*, Chapter 120.54(1)(a), public notice of forthcoming meetings will be made not less than 21 days prior to the planned meeting. Public notice will be issued by way of newspaper announcement and the posting of signs on each campus of the College. The responsibility for ensuring public notice is issued in a timely manner rests with the office of the President.

[Link to Policy 6Hx2-1.10](#)

Recommending Officer’s Signature	Date 04/16/97	President’s Signature 	Date 04/16/97
---	-------------------------	----------------------------------	-------------------------