

DRAFT

Agenda

District Board of Trustees Meeting
Edison State College
Lee Campus – Building AA, Room 177
December 16, 2011
10:00 a.m.

Information & Discussion

Revisions to Board Policies

By: Chris Vernon

TITLE: BOARD AGENDAS

AUTHORITY: Florida Statutes 1001.61(4)(5); 1001.64; 1001.65 State Board of Education Rule 6A-1 4.0261

POLICY:

1. The District President of the College in consultation with the Chair of the District Board of Trustees shall prepare the agenda for all District Board of Trustees meetings in the following order:
 - a. Call to order
 - b. Pledge of Allegiance to the flag
 - c. Reports to the District Board of Trustees
 - d. ~~Announcement of workshops~~ New Business
 - e. ~~Information and discussion~~ Old Business
 - f. ~~Consent agenda and action agenda~~ Other Business
 - g. Adjournment
2. The agenda for all regular meetings of the District Board of Trustees shall be prepared for delivery to all District Board of Trustees members at least five (5) calendar days prior to the District Board of Trustees meeting. The agenda shall list the specific items to be considered.
3. Agenda items having a direct fiscal impact in excess of fifteen thousand dollars (\$15,000) shall include on the agenda cover page a concise identification of the dollar amount of the impact and an identification of the fund from which the amount will be paid.
4. Once the agenda is published, changes in the agenda shall only be made for good cause as determined by the District President in consultation with the Chair of the District Board of Trustees.
5. The meeting and workshop agendas and available backup materials shall be posted on the College's website and shall also be available to the public in the libraries located on the Charlotte County, Collier County, and Lee County Campuses as well as the Henry/Glades Center. In addition, the approved minutes of all workshop and regular meetings of the District Board of Trustees shall be posted on the College's website and shall also be available to the public in the College's libraries located on the Charlotte County, Collier County and Lee County Campuses as well as the Henry/Glades Center within fifteen calendar days of their approval by the District Board of Trustees.

TITLE: EDISON STATE COLLEGE FINANCING CORPORATION

AUTHORITY:

Florida Statute 1001.64; 1004.70

POLICY:

Pursuant to Section 1004.70, Florida Statutes, the Edison State College District Board of Trustees has certified Edison State College Financing Corporation ("Financing Corporation"), as a community college direct support organization, whose purposes are to (i) provide housing opportunities for the students of the College; (ii) to finance capital projects to meet current and future needs of the College, such as student housing, parking facilities, and/or other improvements; (iii) manage and invest funds held by it; (iv) operate or administer contracts for auxiliary enterprises and (v) any other proper activity of Edison State College.

The District President of the College is authorized to implement the Board's procedures and guidelines to allow the Financing Corporation the use of property, facilities and personal services pursuant to the provisions of Section 1004.70, Florida Statutes, as may be amended. In order to use such property, facilities and personal services, the Financing Corporation shall:

1. Maintain exemption from Federal income tax as an organization described in section 501(c) (3) of the Internal Revenue Code.
2. Maintain bylaws which provide that (i) the College District President or his or her designee and (ii) a designee of the Chairman of the District Board of Trustees, will serve as members of the board of Directors and the Executive Committee of the Financing Corporation.
3. Employ an independent auditing firm, and submit (i) annual audited financial statements and management letters, (ii) a copy of the Financing corporation's Form 1023 Application for Recognition of Exemption filed with the IRS and (iii) annual Form 990's as filed with the IRS, to the District Board of Trustees and the District President of the College.

TITLE: EDISON STATE COLLEGE FINANCING CORPORATION

4. Submit an annual budget to the District Board of Trustees.
5. Provide in its By-Laws that the President of the Financing Corporation shall be appointed by, and shall be responsible to, the District President of Edison State College.
6. Adopt and maintain an investment policy as approved by the District Board of Trustees.
7. Operate in accordance with Florida Statute 286.011 (The Sunshine Law) as required by the Attorney General's opinion, dated June 27, 1990, and the opinion of the General Council of the Florida Department of Education, dated October 19, 1990.
8. Provide in its By-Laws that each candidate for a position as a member of the Board of Directors of the Financing Corporation shall first be approved by the District Board of Trustees prior to appointment or election.

**TITLE: TRANSFER OF FUNDS FROM THE EDISON STATE COLLEGE
AUXILIARY ENTERPRISE FUND**

AUTHORITY:
Florida Statute 1001.64; 1004.70

POLICY:

Pursuant to Section 1004.70, Florida Statutes, the Edison State College District Board of Trustees has certified Edison State College Financing Corporation (“Financing Corporation”), as a community college direct support organization of Edison State College (the “College”), whose purposes include, but are not limited to, managing and investing funds on behalf of the College and operating or administering contracts for the College’s auxiliary enterprises.

Subject to the prior express approval of the District Board of Trustees, ~~the~~ District President of the College, or his or her designee, is authorized to transfer “Legally Available Auxiliary Enterprise Funds” to the Financing Corporation, which the Financing Corporation shall hold, invest and use exclusively for the benefit of the College. For purposes of this policy, the term “Legally Available Auxiliary Enterprise Funds” shall mean all funds of the College that are not (i) derived from tuition revenues; (ii) appropriated for designated purposes; (iii) pledged to secure obligations of the College, or if pledged, are in excess of amounts necessary to pay such obligations in the current fiscal year or (iv) otherwise legally or contractually restricted as to use.

In order to remain eligible to receive or to continue to receive such “Legally Available Auxiliary Enterprise Funds”, the Financing Corporation must at all times:

1. Continue to be designated as a community college direct support organization of Edison State College; and
2. Be in compliance with each of the requirements of the College’s Policy entitled “EDISON STATE COLLEGE FINANCING CORPORATION”, effective November 27, 2007.


Selected Policies of Florida State College
At Jacksonville
Pertaining to Meetings of the Board of Trustees



RULES OF THE BOARD OF TRUSTEES

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- (1) The corporate name of this organization is the District Board of Trustees, Florida State College at Jacksonville, hereinafter known as the Board. The Board shall exercise all powers and duties set forth in Florida Statutes and State Board of Education Rules for the operation of community colleges, as well as those things enumerated herein.
- (2) The principal office of the Board shall be the offices for the College Administration, Jacksonville, Florida. All regular and special meetings of the Board shall be held at the College Administration headquarters unless the Board designates another location. If another location is designated, public notice shall be given at least 7 days prior to the regular or special meeting unless an emergency situation arises which requires immediate action.
- (3) At the annual organizational meeting held at its first meeting of each fiscal year, the Board shall:
 - A. Organize by electing a Chairman, a Vice-Chairman from Duval County and a Vice-Chairman from Nassau County. The tenure of a Board member as Chairman shall be limited to four annual terms.
 - B. Establish the meeting date and time for all regular meetings of the Board during the next fiscal year.
- (4) The President of the College shall serve as Corporate Secretary. If a vacancy should occur in the chairmanship, the Board shall elect a chairman at the next ensuing meeting.
- (5) Duties of the chairman shall be as follows.
 - A. Conduct all meetings of the Board. In the absence of the Chairman, a Vice-Chairman shall assume this duty.
 - B. Serve as official spokesman for the Board. Any statement released by a Board member shall be as an individual and not for the Board or any other individual member.
 - C. Keep the Board members informed as to statements or speeches made in behalf of the College.
 - D. Appoint committees to review and advise the Board on recommendations submitted by the College President and other matters of interest to the Board. Standing Committees may be appointed to review the Board agenda and other recommendations within their designated areas of responsibility.
 - E. Appoint Ad Hoc Committees as necessary.

	RULES OF THE BOARD OF TRUSTEES	
	NUMBER	TITLE
	6Hx7-1.5	District Board of Trustees – Organization and Operations
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- (6) Five (5) members shall constitute a quorum for all meetings of the Board wherein action is to be taken.
- A. A bona fide emergency of a board member may permit that member's remote attendance at a board meeting via electronic (communications media technology) equipment.
1. As used herein, bona fide emergency means medical treatment or other necessary circumstance(s) beyond the control of the board member which precludes timely physical attendance at a board meeting.
 2. The decision as to what constitutes a bona fide emergency is the responsibility of the chairman. Other members of the District Board of Trustees shall be advised of the remote attendance prior to the time of the meeting.
 3. Any electronic technology utilized pursuant to this section shall provide for open two-way communication.
 4. Under no circumstances shall remote electronic attendance be utilized to constitute a quorum for voting or other purposes.
- (7) Special meetings of the Board may be called on the request of the Chairman of the Board, the College President when requested by a majority of the Board, or a majority of the Board.
- (8) In addition to College governance, the Board shall act as the Pathways Academy's Charter School Board of Directors. In its normal course of operations, policy development for and oversight of the charter school, including board meetings and their published minutes, shall be concurrent with and part of the Board's governance of the College.
- (9) All meetings of the Board are public and individuals may address the Board following consideration of the agenda or at such other times as may be deemed appropriate by the Board. Any such address shall be limited to three minutes per person and any extension thereto shall be at the discretion of the Board. The provisions of this section are general in scope and are not intended to preempt any other rights and entitlements prescribed by State Law.
- (10) *Robert's Rules of Order Newly Revised* shall be utilized as applicable and appropriate to assist the Board procedurally in the conduct of its business in all regular and special meetings of the Board.

(General Authority: FS 1001.61, 1001.63, 1001.64, Formerly 240.313, 240.315, 240.319)
 (Adopted 04/27/76, Revised 06/23/80, 04/15/81, 03/20/85, 08/21/85, 8/20/86, 06/23/86, 06/23/87, 09/16/87, 12/19/91, 12/16/92, 5/27/93, 05/07/96, 10/07/97, 12/01/98, 04/04/06, 04/07/11 Formerly 6Hx7-1.14)

Selected Policies of Valencia College
Pertaining to Meetings of the Board of Trustees



Policy: 6Hx28:1-03

Authority: 1001.61 - 65, 1004.70, F.S.

Law: 1001.61 - 65, 1004.70, F.S.

Responsible Party: Vice President, Policy and General Counsel

Effective Date: 11/20/2001

Volume 1 - Governance

Meetings of the District Board of Trustees

Policy Statement:

A. Regular Meetings

Regular meetings of a District Board of Trustees shall follow a regular schedule adopted by the District Board of Trustees. The place of the meeting may be rotated among the campuses and centers of the College, or other locations, as the District Board of Trustees may deem appropriate. The location of the meeting shall be contained on each agenda.

B. Special Meetings

Special meetings of a District Board of Trustees can be called by the Chairperson, by the President when requested by a majority of the District Board of Trustees, or by the majority of the District Board of Trustees itself. Actions at special meetings, including emergency meetings, have the same force and effect as actions at regular meetings.

C. Notice

Notice of meetings and workshops shall follow the requirements of Florida law.

D. Quorum

A majority of the District Board of Trustees membership shall constitute a quorum for the transaction of business. The action of a majority of the members of the District Board of Trustees present at any meeting shall be the action of the District Board of Trustees, except as may be otherwise provided by this Policy.

E. Order of Business

The Chair, in consultation with the District Board of Trustees and the President, shall determine the order of business at regular meetings of the District Board of Trustees. The order of business should include:

1. Call to Order
2. Invocation
3. Pledge of Allegiance to the Flag
4. Approval of Minutes
5. Reports
 - a. Report of the President
 - b. Report of the Faculty Association
6. New Business
7. Other Business

F. Minutes

The President shall cause minutes and other records to be kept to set forth clearly all actions and proceedings of the District Board of Trustees. Minutes of District Board of Trustees meetings shall be signed by the Chairperson and the President immediately after approval by the District Board of Trustees and shall be kept as a public record in a permanently bound book in the custody of the President. Minutes shall show the vote of each member present on all matters on which the District Board of Trustees takes action. It is the duty of each member to see that each motion and the vote thereon are properly recorded in the minutes. Unless otherwise shown in the minutes, it is presumed that the vote of each member present supported action by the District Board of Trustees in either the exercise, violation, or neglect of the powers and duties imposed upon the District Board of Trustees by law or rule, whether such action is recorded in the minutes or otherwise established. It is presumed that the policies, appointments, programs, and expenditures not recorded in the minutes but made and actually in effect were made and put into effect according to rules of the District Board of Trustees. The President shall obtain District Board of Trustees approval for exceptions to rules of the District Board of Trustees.

G. Agenda

1. The President shall prepare, advertise, and distribute in accordance with law an agenda at least seven (7) days prior to each regular meeting of the District Board of Trustees. The agenda shall be reviewed and approved in advance by the Chair, in a manner determined by the Chair. Any member of the District Board of Trustees may call the President and request an item to be placed on the agenda no later than two weeks before the meeting of the District Board of Trustees. The District Board of Trustees may address the future consideration of items not placed on the agenda as requested during the Other Business section of the meeting. Only those items appearing on the prepared and advertised agenda will be considered by the District Board of Trustees, except as otherwise provided in law.
2. The agenda for each regularly scheduled meeting of the District Board of Trustees shall be available to all parties of interest after 1:00 p.m. seven calendar days in advance of the meeting. The agenda shall contain the items to be considered in the order of presentation. After the agenda has been made available, change may be only for cause in accordance with law.

H. Attendance

Attendance of members at regular and special meetings of the District Board of Trustees is expected. In accordance with section 240.313, F.S., it is the duty of the Chair of the District Board of Trustees to notify the Governor, in writing, whenever a District Board of Trustees member fails to attend three consecutive regular District Board of Trustees meetings in any one fiscal year, which absences may be grounds for removal.

Policy History

Replaced former Policies 6Hx28:01-00, 6Hx28:02-00, 6Hx28:02-01, 6Hx28:02-02, 6Hx28:02-03, 6Hx28:02-05, 6Hx28:04-01 and 6H28:04-02; Amended 11-20-01

Procedure Statement:

There is no Procedure associated with Policy: 6Hx28:1-03.



Policy: 6Hx28:1-04

Authority: 1001.61 - 65, 1004.70, F.S.

Law: 1001.61 - 65, 1004.70, F.S.

Responsible Party: Vice President, Policy and General Counsel

Effective Date: 11/20/2001

Volume 1 - Governance

Rules of Procedure for Meetings of The District Board of Trustees

Policy Statement:

A. The Chair, or the Vice Chair in the absence of the Chair, shall preside at all meetings of the District Board of Trustees. In the absence of the Vice Chair, or for other good reason, the Chair may appoint or designate a member of the District Board of Trustees to preside. The Chair, or the presiding member in the absence of the Chair, shall conduct all business according to parliamentary rules in *Robert's Rules of Order Newly Revised* (or the latest revision or amendment thereto), unless modified by standing or special rules of the District Board of Trustees. The District Board of Trustees may observe special procedures to be followed by small boards, in light of the intent of using parliamentary procedures to maintain order in the decision making process, not to limit or stifle open discussion. The District Board of Trustees shall strive for consensus, and will work as a responsible corporate body taking into consideration individual interests and concerns. District Board of Trustees decisions and position statements will reflect the position of the District Board of Trustees and not any one individual. The Chair shall have the right to vote upon all questions, motions or recommendations submitted to the District Board of Trustees.

B. Appearances Before the District Board of Trustees

1. Those applying to appear before the District Board of Trustees or to have items placed on the agenda for consideration at a specific meeting shall submit a request in writing to the President. The written request shall be submitted at least two (2) weeks prior to the meeting of the District Board of Trustees. The nature of the request shall be stated in detail. When deemed proper, the Chair or a majority of the District Board of Trustees may waive these rules and hear any person on any subject. Such a request should be submitted to the President, or designee, and should provide the following information:

- a. Name
- b. Business or residential address
- c. Relationship to the college
- d. Topic upon which the person wishes to address the District Board of Trustees
- e. Statement of position, relevant facts and any appropriate written material

2. At the discretion of the Chair, persons wishing to speak on agenda items, who have properly completed and submitted the required materials, may be heard before a vote is taken on relevant action item. Individual audience presentations on any agenda action item will be limited to five (5) minutes. The total time for audience presentation on any single agenda action item will be limited to fifteen (15) minutes unless the Chair approves an extension of time. If more than three persons wish to speak on any single agenda action item, the amount of time devoted to audience presentation will be divided equally among all those who wish to speak on the item. If large numbers of persons wish to speak on any single agenda action item, it is recommended they choose one or more persons to speak for them.

C. Protocol for Meetings Of The District Board of Trustees

1. All those in attendance at meetings of the District Board of Trustees may be asked to identify themselves to the Secretary or a designee upon entry to the meeting.
2. Only members of the District Board of Trustees, the President, and those recognized by the Chair may address the District Board of Trustees.
3. If space is limited in the meeting room, those with business before the District Board of Trustees and the members of the press shall have priority over those who are visitors.
4. No person shall cause any disturbance, delay, or interference, or cause any threats thereof at any meeting of

the District Board of Trustees. Further, no person shall intentionally or through coercion, force, or intimidation, deny or interfere with the right of another to free access or egress from any meeting.

5. Visitors to meetings of the District Board of Trustees shall observe the reasonable requests of the Chair.

Policy History

Replaced former Policies 6Hx28:01-00, 6Hx28:02-00, 6Hx28:02-01, 6Hx28:02-02, 6Hx28:02-03, 6Hx28:02-05, 6Hx28:04-01 and 6H28:04-02; Amended 11-20-01

Procedure Statement:

There is no Procedure associated with Policy: 6Hx28:1-04.

Selected Policies of Broward College
Pertaining to Meetings of the Board of Trustees



Broward
Community
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Policy Manual

Title: Board of Trustees: Organization, Officers, and Duties of Officers	Number: 6Hx2-1.05
Legal Authority: Fla. Statutes 240.313 (5) Fla. St. Bd. of Ed. Admin. Rules 6A-14.042	Page: 1 of 1

At its first regular meeting after July 1 of each year, the Board of Trustees shall organize by electing a chairperson and a vice chairperson. The President shall preside until the chairperson is elected. The chairperson's duties are to (1) preside at all meetings of the Board, (2) call special Board meetings, (3) attest to actions of the Board, and (4) notify the Governor, in writing, whenever a Board member fails to attend three consecutive regular Board meetings in any one fiscal year, since such absences may be grounds for removal. The vice chairperson's duty is to act as chairperson during the absence or disability of the elected chairperson.

The Board may, at its own option, elect co-chairpersons to serve during the year. Use of co-chairpersons might be preferred by the Board when two Board members who have not served as chairperson are in the final year of their appointments. If co-chairpersons are elected, the Board must clarify during which part of the year each co-chairperson will preside.

Within fourteen days after the annual organizational meeting of the Board of Trustees, the President shall file with the Executive Director a copy of the organizational proceedings identifying the chairperson and the vice chairperson and the schedule of regular meetings of the year. Should the office of the chairperson become vacant, the Board shall elect a chairperson at its first meeting after the vacancy occurs, and the President shall notify the Executive Director of the State Board of Community Colleges within fourteen days of the election.

History: Revised on January 17, 1978; revised on September 21, 1982; revised on October 15, 1985; revised on March 19, 1991; revised and re-titled on April 16, 1997

Approved by the
Board of Trustees

Date
04/16/97

President's Signature

Date
04/16/97



Broward
Community
College

Policy Manual

Title: Meetings of the Board	Number: 6Hx2-1.09
Legal Authority: : Fla. Statutes 240.313 (5); 286.26; 447.605 (1), (3) Fla. St. Bd. of Ed. Admin. Rules 6A-14.0243; 6A-14.0247 (1)	Page: 1 of 3

The Board of Trustees shall have the authority to convene regular meetings, special meetings, emergency meeting, executive sessions, workshops, and information sessions.

Regular Meetings. At its first regular meeting after July 1 of each year, the Board of Trustees shall organize pursuant to law, rules, and Broward Community Policy 6Hx2-1.05, *Organization, Officers, and Duties of Officers*.

Special Meetings. Special meetings of the Board of Trustees may be called by the chairperson, by the President when requested by a majority of the Board, or by the majority of the Board itself.

Emergency Meetings. Emergency meetings may be called by the chairperson, by the President when requested by a majority of the Board of Trustees, or by a majority of the Board itself when a situation arises which requires the immediate action of the Board. The chairperson shall stipulate at the beginning of the meeting the nature of the emergency that required waiving the notification requirements as set forth in Broward Community College Policy 6Hx2-1.10, *Preparation and Delivery of the Agenda*.

Executive Sessions. All discussions between the chief executive officer of the public employer, or his representative, and the legislative body or the public employer relative to collective bargaining shall be closed and exempt from the provisions of *Florida Statutes*, Chapter 286.011, as are all work products developed by the public employer in preparation for and during negotiations.

Workshops or Information Sessions. Workshops or information sessions may be held when necessary to discuss matters of Board interest, including those of a confidential and/or personal nature. No action, including preliminary agreements, may be taken at such meetings.

Actions taken at special meetings and emergency meetings have the same force and effect as actions taken at regular meetings. All meetings and workshops shall be open to the public, and all actions of the Board shall be in an official, open public meeting except as provided in *Florida Statutes*, Chapter 447.605, and described above under Executive Sessions.

History: Revised on January 17, 1978; revised on July 18, 1978; revised on September 18, 1979; revised on September 21, 1982; revised on March 19, 1991; revised on December 1, 1993; revised on April 16, 1997
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Approved by the Board of Trustees	Date 04/16/97	President's Signature 	Date 04/16/97
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Broward
Community
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Policy Manual

Title: Meetings of the Board	Number: 6Hx2-1.09
Legal Authority: : Fla. Statutes 240.313 (5); 286.26; 447.605 (1), (3) Fla. St. Bd. of Ed. Admin. Rules 6A-14.0243; 6A-14.0247 (1)	Page: 2 of 3

Meetings of the Board of Trustees generally shall be governed by *Robert's Rules of Order* except where the Board has established its own rules of conduct. A majority of the Board membership shall constitute a quorum for a meeting of the Board. No business may be transacted unless a quorum is present. The following rules are to be observed at meetings:

- The chair shall recognize trustees to speak on issues before the Board except for informal discussions on informational presentations to the Board.
- Trustees may make motions and address the Board while seated and may address the Board more than once on the same issue. Motions to close or limit debate generally should not be used.
- On an action item before the Board, a motion should be made and seconded prior to discussion of the item. The chair will take a voice vote after discussion is concluded.
- The chair may participate in all discussions and vote on all issues before the Board without having to leave the chair.
- When there is consensus on a request for information or a direction to be given to the President, the chair may give such direction without a motion or other action by the trustees.

Minutes and Other Records. The Board of Trustees shall require minutes and other records to be kept to set forth clearly all actions and proceedings of the Board. Minutes of Board meetings shall be signed by the chairperson and the President immediately after approval by the Board and shall be kept as a public record in a permanently bound book in the custody of the President. Minutes shall show the vote of the Board on all matters on which the Board takes action. It is the duty of each member to see that each motion and the vote thereon are properly recorded in the minutes. Unless otherwise shown in the minutes, it is presumed that the vote of each member present supported action by the Board in either the exercise, violation, or neglect of the powers and duties imposed on the Board of Trustees by law or rule, whether such action is recorded in the minutes or otherwise established. It is presumed that policies, appointments, programs, and expenditures not recorded in the minutes but made and actually in effect were made and put into effect according to rules of the Board of Trustees. The President shall obtain Board approval for exceptions to rules of the Board.

Access. All meetings shall be held at a facility or location which provides full access without regard to race, color, age, national origin, religion, gender, marital status, or disability or which does not operate in such a manner as to restrict public access unreasonably. The Board



**Broward
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Policy Manual

Title: Meetings of the Board	Number: 6Hx2-1.09
Legal Authority: : <i>Fla. Statutes</i> 240.313 (5); 286.26; 447.605 (1), (3) <i>Fla. St. Bd. of Ed. Admin. Rules</i> 6A-14.0243; 6A-14.0247 (1)	Page: 3 of 3

of Trustees shall provide any person with disabilities who notifies the Board at least 48 hours prior to its scheduled meeting a manner by which such person may attend the meeting at a scheduled site or the Board shall move the meeting to a site which would be accessible to that person.



Broward
Community
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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