

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
BOARD OF TRUSTEES  
POLICY & PROCEDURE**

Page 1	Of 2
Policy #: <b>120</b>	
Effective Date: November 16, 2012	

Subject: <b>MEETINGS</b>	Original Issue Date: February 18, 2005
	Supersedes: August 28, 2009
Committees Consulted: Bylaws Task Force	Reviewed & Approved by: Board of Trustees
Approved by:  President, Board of Trustees (Signature on File)	

**PURPOSE:**

To describe the process for scheduling meetings and setting agenda topics.

**POLICY:**

Regular meetings of the Board of Trustees shall be held no fewer than four times during the academic year.

- Meetings are held on the third Friday of August, November, February, and May

The agenda shall:

- Be set based on items of ongoing discussion, carry over business, and new business pertaining to the College
- Be posted at least 72 hours prior to a regular meeting in location readily accessible to the public
- Include the date, time, and location of the meeting and each item of business to be transacted or discussed
- Allot time for new business.

**PROCEDURE:**

The Secretary or designee:

- Provides members with an annual meeting schedule
- Sends written notification of meetings to all members at least one week prior to the date of the meeting
- Develops and distributes the agenda for each meeting in collaboration with the President
- Ensures the agenda is posted
- Reviews the draft minutes with the President and distribute the minutes.

Members may add new agenda topics by submitting a request to the President and/or Secretary a minimum of one week prior to the meeting.

**REFERENCES:**

Board of Trustees' Handbook  
Ralph M. Brown Act: California Government Code Sections 54950-54960.5

Subject:  
**MEETINGS**

**REVISION DATES:**

February 18, 2005  
August 28, 2009  
November 16, 2012