

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

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Policy #: 120	
Effective Date: August 28, 2009	

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

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 will:

- Provide members with an annual meeting schedule
- Send written notification of meetings to all members at least one week prior to the date of the meeting
- Develop and distribute the agenda for each meeting in collaboration with the President
- Ensure the agenda is posted
- Review 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