

SCHEDULE OF EVENTS
FOR
BOARD MEETING PREPARATION

<u>8TH WEEK</u>	<u>5TH WEEK</u>	<u>4TH WEEK</u>	<u>3RD WEEK</u>	<u>2ND WEEK</u>	<u>1 WEEK PRIOR</u>	<u>LAST WEEK</u>
(1)	(2) (3) M T W Th F	(4) M T W Th F	(5) (6) (7) M T W Th F	(8) M T W Th F	(9)(10) M T W Th F	(11) (12) * * M T W Th F

* THURSDAY-FRIDAY, NORMAL BOARD MEETING DAYS

Eight weeks before board meeting:

1. The secretary of the Board by memorandum informs staff of deadlines for possible agenda items, agenda meeting date, deadline for Consent Agenda and Information Agenda items, Agenda Book mailing date.

Five weeks before board meeting:

2. List of preliminary items due in Office of Board of Regents by 9:00 a.m.
3. Hard copy of agenda items (including regular, consent agenda, and information items) due in initial draft in Office of Board of Regents so that a tentative agenda can be prepared for review at Agenda Book meeting.

Four weeks before board meeting:

4. Agenda Book meeting

Three weeks before board meeting:

5. Proposed items for Executive Session of the Board of Regents due to the vice chancellor and general counsel.
6. Revised/final items due by hard copy to Office of Board of Regents by noon.
7. Agenda presented by secretary of the Board to the chair and vice chair for approval.

Two weeks before board meeting:

8. Approximate date for mailing of Agenda Book.

One week before board meeting:

9. Printed copies (21 total) of all handout materials and PowerPoint presentations to be used during the Board meeting must be submitted to the Office of the Board of Regents by noon.
10. Office of the Board of Regents posts notice of the Board meeting with the Secretary of State. Starting 72 hours prior to the board meeting, the State's open meeting law does not allow any new items to be added to the Board meeting agenda.

Week of meeting:

11. Audio and visual presentations are due to the Board IT Liaison.
12. Any updates to hardcopy materials (PowerPoint, reports, etc.) as previously mailed to the Regents (#9 above) are due to the BOR Office.

NOTE: Some due dates may be slightly modified to accommodate holidays.