



Board Policy: Appearances Before the Board	Policy Number: BP01: 04.017
Article: 1.) Institutional Integrity/ Board of Trustees Section: 4.) Meetings	Adopted by the BOT: 10/11/1999 Reviewed:
Applicable WAC/RCW: <u>WAC 132Z-104-020</u>	Page 1 of 1

BP01: 04.017 Appearances Before the Board

Anyone, other than a Board member or a representative of the President's office, wishing an item placed on the agenda of a Board meeting, must have a written request in the office of the Board secretary no later than twelve o'clock noon 14 business days before the next scheduled meeting of the Board. The secretary will relate the request to the chair of the Board as soon as feasible. The chair will determine whether the item is to be placed on the agenda. The chair or designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

Matters presented to the Board should be referred to the President at the College to examine and evaluate each matter of business and to recommend a course of action.

WAC 132Z-104-020 Request for items to be placed on the Board Agenda

Anyone, other than a board member or a representative of the president's office wishing an item placed on the agenda of a board meeting, must have a written request in the office of the board secretary no later than twelve o'clock noon fourteen business days before the next scheduled meeting of the board. The secretary will relate the request to the chair of the board as soon as feasible. The chair will determine whether the item is to be placed on the agenda. The chair or designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

[Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-104-020, filed 7/2/96, effective 8/2/96.]