



Board Policy: Agenda	Policy Number: BP01: 04.018
Article: 1.) Institutional Integrity/ Board of Trustees Section: 4.) Meetings	Adopted by the BOT: 10/11/1999 Revised: 9/18/2002; 10/21/2015 Reviewed:
Applicable WAC/RCW:	Page 1 of 2

BP01: 04.018 Meeting Agenda [formerly Resolution 94–11–01 and amended upon adoption as policy]

A. Regular Meetings

The College President in consultation with the Board Chair will develop proposed agendas for regular meetings of the Board of Trustees in accordance with College priorities and with such Board priorities as the Board may from time to time direct. The agenda for each regular Board meeting will include a time for public comment. Any trustee may request that a matter be placed on a regular meeting agenda by submitting the request in writing at least twelve days before the meeting. However, nothing in this Board Policy shall prevent any matter from being added to a regular meeting agenda at any time before or during the meeting. The College President and/or Board Secretary will be responsible for publishing all required public meeting notices and for sending the agenda and supporting materials to the trustees at least five days before the meeting.

B. Special Meetings

Special meetings of the Board of Trustees may be called at any time by the Board Chair or by a majority of the trustees in the manner provided under the Open Public Meetings Act, RCW 42.30. The agenda for any special meeting will be limited to those specific matters identified in the call for the meeting and the public meeting notice. The College President and/or Board Secretary will be responsible for publishing all required public meeting notices and for sending the agenda and supporting materials to the trustees at least twenty-four hours in advance of the meeting.

C. Consent Agendas

The meeting agenda for any regular Board meeting may include a consent agenda for the approval of routine matters not requiring discussion or separate votes. Consent agenda matters will include (1) acceptance of the meeting agenda, (2) adoption of meeting minutes, and (3) such other routine matters as the President and/or Board Secretary shall determine in consultation with the Board Chair. Any trustee may request the removal of any matter from the consent agenda. Such a request does not require a motion and is not subject to a vote. Remaining matters not removed from the consent agenda may be adopted by consensus or upon a single motion, and without discussion. Matters removed from

the consent agenda may be taken up either immediately after the consent agenda or later in the meeting at the Board's discretion.