

SCHEDULE OF EVENTS **FOR** **BOARD MEETING PREPARATION**

8TH WEEK					5TH WEEK					4TH WEEK					3RD WEEK					2ND WEEK					1 WEEK PRIOR					WEEK OF MEETING				
1					2	3				4					5	6			7				8				9		10	*	*			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F

* THURSDAY–FRIDAY, NORMAL BOARD MEETING DAYS (Subject to change to a one-day meeting, normally on Thursday, as directed by the Board Chairman, on a meeting-to-meeting basis.)

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. Electronic 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 electronic copy to Office of Board of Regents by 9:00 a.m.
7. Agenda presented by Secretary of the Board to the Chairman for approval.

Two weeks before board meeting:

8. Agenda book made available electronically to regents, administration, and staff.

One week before board meeting:

9. Electronic versions of all handout materials and PowerPoint presentations to be presented during the Board meeting must be submitted to the Office of the Board of Regents by noon.

Week of the meeting:

10. Audio and visual presentations are due to the Board IT liaison on the Wednesday (or Tuesday for out-of-town meetings) of the Board meeting week, unless otherwise specified.
11. Any updates to electronic files (PowerPoint, reports, etc.) as originally submitted (see item 9 above) to the Board Office should be resubmitted to the Board Office as soon as possible.

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