

Shepherd University Board of Governors  
June 9, 2005  
Agenda Item No. 7

**POLICY 33**  
**MEETINGS OF THE BOARD OF GOVERNORS**

A draft policy on the processes for providing public notice of board meetings was distributed for public comment in April. Comment was solicited from the Executive Director of the Ethics Commission, and the draft has been amended to reflect his suggestions.

The Open Governmental Proceedings Act contemplates the adoption of such a policy by the Board.

The following resolution is recommended for adoption by the Board:

**RESOLVED**, That the Shepherd University Board of Governors approves Policy 33, *Meetings of the Board of Governors*, as presented in the agenda book, to become effective immediately.

**SHEPHERD UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 33**

**TITLE: MEETINGS OF THE BOARD OF GOVERNORS**

*SECTION 1. GENERAL*

- 1.1 Scope - This policy establishes the procedures by which the meetings of the Board of Governors shall comply with the provisions of the Open Governmental Proceedings Act.
- 1.2 Authority - West Virginia Code §18B-1-6, §18B-2A-1, and §6-9A-1, *etseq.*
- 1.3 Effective Date –

*SECTION 2. SCHEDULING OF MEETINGS*

- 2.1. The Board shall meet not less than six times per year, including an Annual Meeting each June.
- 2.2. At the Annual Meeting each year the Board shall establish a schedule of meetings for the following fiscal year. Additional special meetings may be held at the call of the Chair or the President. The schedule of meetings will be posted on the University internet web site.

*SECTION 3. NOTICE OF MEETINGS AND AGENDAS*

- 3.1 Regular and special meetings of the Board shall be noticed to the Secretary of State to permit advertisement in the State Register at least 5 calendar days prior to the date of the meeting. The agenda for each meeting will be included in the Notice. The agenda for a meeting may be amended at any time not less than 2 business days prior to the meeting date.
- 3.2 Not less than 3 business days prior to the commencement of a meeting of the Board (not counting the day of the meeting), the agenda for such meeting will be posted on the President's Office Bulletin Board which is maintained in proximity to the Office of the President in a public corridor.

Not less than 48 hours prior to the commencement of a meeting of the Board, the agenda for such meeting will be posted on the University internet web site.

- 3.3 In the event of an emergency requiring immediate official action of the Board, notice of the date, time, and place of the emergency meeting, and the basis of the emergency, shall be noticed to the Secretary of State and on the University internet web site and the President's Bulletin Board in advance of the commencement of the meeting and in advance of same as much as is practical.
- 3.4 The Notice and any publication of the agenda of a meeting shall state the date, time and place of the meeting.