



Policy Title Board Planning and Agenda Policy	Original Adoption Date 6/21/95	Policy Number GP, I.F.
Responsible College Division/Department President's Office	Responsible College Manager Title Executive Assistant	
Policy Statement		
<p>The Board will carry out its responsibilities using a governance style consistent with Board policies by:</p> <ul style="list-style-type: none"> • Re-exploring Ends policies annually • Holding two Board retreats • Following an agenda at its regular monthly meetings which implements the Board policy on Governing Style • Continually improving its performance through Board education and enriched input and deliberation <ol style="list-style-type: none"> 1. The agenda for all Board meetings will be prepared by the Chair after consultation with the President and based on input from other Board members. The agenda will be emailed to the board at least 7 days before the meeting. 2. Education, input and deliberation will be paramount in structuring meetings and other Board activities. 3. The Board will hold a retreat twice each year, in September or October and June. A quorum must be present to hold the retreats. The agenda for the retreats will include the following: <ol style="list-style-type: none"> A. President's Evaluation (at the June retreat only) B. Board Development C. Planning D. Other Board Topics 4. Board policies and policy revisions will not be adopted until they have been considered at a minimum of two meetings, unless Board action waives this requirement and immediate effect is authorized. 		
Historical Data, Cross References and Legal Review		
<p>Adopted: 6/21/95 Reviewed: 1/20/21 Revised: 12/19/07, 11/21/19</p> <p>Legal Counsel Review and Approval: N/A Board Policy: I.F. Board Planning and Agenda</p>		