

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE</b>	
<b>WCJC Title: Board Agenda Preparation</b>	<b>Section B: Local Governance</b>	<b>Pages: 2</b>
<b>Policy Title: Board Meetings</b>	<b>Policy: BD (Local)</b>	
<b>Subtitle: N/A</b>	<b>Date Adopted: 03/31/2026</b>	

**Purpose**

This administrative procedure establishes the processes for providing notice of Board meetings, developing and posting agendas, conducting meetings, recording official actions, and maintaining Board records in compliance with Board policy and applicable law.

**Procedure**

**Meeting Administration**

**1. Notice and Posting**

- a. The Board Liaison shall prepare and post all meeting notices and agendas in accordance with Board policy and applicable law. The agenda shall be posted a minimum of three business days prior to the meeting.
  - i. For this administrative procedure, the day of posting and the day of the meeting are “zero days”.
- b. Notices shall reflect any changes to the date, time, or location of meetings as directed by the Board President.
- c. Emergency meeting notices shall be posted as soon as practicable upon direction of the Board President or five or more Board members.
- d. The Board Liaison shall ensure Board members receive notice of regular, special, and emergency meetings within the timelines required by Board policy.

**Agenda Development**

**1. Submission of Agenda Items**

- a. Board members and executive administrators shall submit requested agenda items to the College President no later than the deadline established by the Office of the President.

- b. Agenda item deadlines for a given academic year will be published on or before September 1, with a reminder sent by the Board Liaison at the start of each month.

## **2. Agenda Compilation and Publication**

- a. The College President shall compile timely agenda requests from Board members, executive administrators, and administrative recommendations and submit them to the Board President for review.
- b. The Board President shall approve the final agenda prior to publication.
- c. Once finalized and published, the agenda shall not be altered except as permitted by Board policy and law.

## **Meeting Support**

### **1. Materials**

- a. Each Board agenda item must include all relevant documentation, including but not limited to statements of work, proposals, etc. Documentation will be included with the Board materials in support of each agenda item.
- b. The Board Liaison shall ensure that supporting materials for agenda items, including consent agenda items, are prepared and distributed to Board members in advance of the meeting.
- c. Materials will be published and publicly available through the College's electronic document management system, BoardBook.

### **2. Meeting Logistics**

- a. The Board Liaison shall coordinate meeting logistics, including meeting location, technology needs, and public access.
- b. The videoconference link for each meeting will be made publicly available via BoardBook.

## **Meeting Minutes**

### **1. Minutes**

- a. The Board Liaison shall record Board actions and prepare draft minutes for review and approval by the Board.
- b. Approved minutes shall be retained in the office of the College President and made available for inspection in accordance with law.

**Date Prepared/Revised: 01/24/2026 (AAA)**