

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. BG-105**

TITLE: MAKING AGENDAS AVAILABLE TO THE PUBLIC

SECTION 1. GENERAL

- 1.1 Scope: This rule establishes the procedures regarding agendas for Bluefield State College's Board of Governors meetings.
- 1.2 Authority: West Virginia Code § 6-9A-3.
- 1.3 Filing Date: January 19, 2006
- 1.4 Effective Date: March 17, 2006

SECTION 2. POLICY

- 2.1 Notice of the date, time, site, and purpose of regularly scheduled meetings:
 - a. at least two weeks prior notice to each meeting, to the West Virginia Secretary of State's office, the Bluefield Daily Telegraph, WVVA-TV (Bluefield), and six Bluefield-based radio stations.
 - b. announcement of regularly scheduled meetings is included in the weekly Bluefield State College newsletter, "The Bulletin."
- 2.2 Notice of regular scheduled meeting's agenda:
 - a. provided to the Assistant to the President/Director of Media Relations at least three (3) business days prior to a regularly scheduled meeting.
 - b. agenda can be amended up to two (2) business days prior to the regular meeting.
- 2.3 Notice of the date, time, site, and purpose of emergency meeting at any time prior to the meeting: Emergency meeting notice stating the date, time, place, and purpose of emergency meeting and the facts and circumstances of the meeting.