

**THREE RIVERS COLLEGE
BOARD POLICY**

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| Section: 0000 Board of Trustees | |
| Sub Section: 0400 Meetings | |
| Title: BP 0411 Meeting Agenda | Page 1 of 2 |
| Associated Regulation: | |
| References: Section 610.021, RSMo. | |
| Supersedes: 1.3.4 | |
| Responsible Administrator: College President | |
| Initial Approval: 10-15-2009 | Last Revision: 09-21-2016 |

A tentative agenda for each regular, special, or proposed closed meeting of the board of trustees shall be prepared by the college president, in consultation with the board chair, and shall be included in any public notice of such meetings. Any member of the board may request items to be placed on the agenda by contacting the president of the college two weeks prior to final approval of the tentative agenda by the board chair. The tentative agenda, related materials, and minutes of the previous meeting shall be given to each member of the board at least four days prior to the stated meeting unless a special emergency meeting is called at a time which makes the four day prior notice impossible. A tentative agenda will be communicated by email to the college-at-large prior to the meeting.

The agenda for each meeting of the board shall be adopted or modified by a vote of majority of those board members present. Once the agenda is approved, it shall require a vote of majority of the trustees present to make additional modifications.

The agenda for closed sessions shall be on a separate document; however, the motion to close a meeting must come to a vote during a public meeting and must also include the reasons for closing the meeting with references to the specific topics under the provision of Section 610.021, RSMo., as valid grounds for a closed meeting session.

Any persons desiring to be included on the board agenda should do so in writing to the college president at least 14 days prior to each meeting. The written request should include the nature of the agenda item, its financial implications, historical considerations, and so on, and must be communicated on the appropriate approval form.

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DOCUMENT HISTORY:

10-15-2009: Initial approval of policy BP 0411 Meeting Agenda.

09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.