

Meeting Documents Policy

PURPOSE

The purpose of this policy is to delegate responsibility and to provide guidelines related to the preparation, distribution, availability, and submission of meeting documents. In doing so, this policy prescribes behavior pursuant to other existing statutes (see *Laws, State Codes, Regulations, and Mandates*).

POLICY

All non-confidential meeting documents shall be made available and distributed to Board members, committee members, and members of the public who have requested such documents.

Minutes shall be taken for the purpose of recording the events of each meeting. Such events shall at least include time of call to order, roll call, vote results, and time of adjournment. Minutes shall be kept on record to aid in conducting internal and/or external audits.

PROCEDURE

1.0 Definitions

- 1.1 Office Administrator: The University Student Union Office Administrator
- 1.2 Executive Assistant: The University Student Union Executive Assistant to the Board of Directors.
- 1.3 Meeting: Includes any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.
- 1.4 Chair: The Chair of the University Student Union Board of Directors; “chair,” with a lower-case “c,” refers to committee chairs.
- 1.5 Supplemental Documents: Any document to be presented to the committee and/or Board for review by its members; these are documents that supplement the business to be discussed; some supplemental documents may be confidential.
- 1.6 Task Group: The Board of Directors and/or the committee that has been tasked with the subject matter at hand.
- 1.7

2.0 Agendas

- 2.1 The chairs shall be responsible for the preparation, distribution, and revision of their respective committee and/or Board meeting agendas. The chairs shall also be responsible for posting meeting agendas in an open, public place at least three full days, or seventy two (72) hours, in advance.
- 2.2 The Chair shall submit digital copies of Board agendas as approved to the Office Administrator.

2.3 Committee chairs shall submit digital copies of their respective committee's agendas to the Chair and the Office Administrator.

3.0 Minutes

3.1 The Executive Assistant shall be responsible for preparation, revision, and submittal of all committee and Board meeting minutes. The Executive Assistant shall abide by the following procedure:

3.1.1 Prepare the minutes for approval

3.1.2 Submit the minutes to the appropriate committee and/or Board chair no more than 10 calendar days after the meeting to which the minutes refer.

3.1.3 Revise the minutes as requested by the committee, Board, or respective chair

3.1.4 Sign a hard copy of the minutes and submit, along with a digital copy of the minutes, to the appropriate individual, as noted below:

3.1.4.1 Board minutes-submit a digital copy of the finalized, approved minutes to the Chair and the Office Administrator; submit a signed hard copy of the minutes to the Chair; the Chair will sign and submit the hard copy to the Office Administrator.

3.1.4.2 Committee minutes- submit a digital copy of the finalized, approved minutes to the committee chair, the Chair, and Office Administrator; submit a signed hard copy of the minutes to the committee chair; the committee chair will sign and submit the hard copy to the Board Chair.

3.2 The chairs shall be responsible for the distribution and presentation of the minutes to the respective Board and/or committee. Once approved by the Board and/or committee, the respective chair shall also be responsible for submitting amended minutes to the Executive Assistant for revision. Finally, the chairs shall be responsible for signing a hard copy of the finalized, approved minutes and submitting them to the appropriate individual for record keeping (see *section 3, 3.1.4* above).

3.3 The Office Administrator shall retain both digital and signed hard copies of each set of Board minutes; the Office Administrator shall retain digital copies of committee minutes.

3.4 The Chair shall retain both digital and signed hard copies of each set of committee minutes; the Chair shall retain digital copies of all Board minutes.

4.0 Supplemental Documents

4.1 The chairs shall be responsible for the distribution of supplemental documents at their respective meetings. If another individual wishes to present supplemental documents at the meeting, it is the responsibility of the respective chair to coordinate and facilitate that individual's distribution of the material.

4.2 Supplemental documents shall be made available to all members, voting or non-voting, of the task group.

- 4.3 Supplemental documents shall be submitted to the Office Administrator for record keeping purposes.
- 4.4 Supplemental documents which are confidential shall be handled with care by members of the task group.
- 4.5 Supplemental documents shall be made available to individuals from the public who have requested information as long as the documents are in no way confidential.
- 4.6 Supplemental documents which are confidential include, but are not limited to, the following:
 - 4.6.1 Bids or contracts which include contractor prices
 - 4.6.2 Personnel issues, such as performance evaluations
 - 4.6.3 Resumes and employment applications
 - 4.6.4 Email correspondences which detail any of the above

5.0 Record Keeping

- 5.1 Hard copies of agendas, minutes, and supplemental documents shall be kept on record for a minimum of five (5) years.
- 5.2 Digital copies of agendas, minutes, and supplemental documents shall be stored on a designated external device (e.g., compact disk, USB mass storage device, etc.) which will be maintained by the Office Administrator. Digital copies shall be retained permanently.

6.0 Laws, State Codes, Regulations, and Mandates:

- 6.1 California Education Code, Section 89305-89307.4 (*The Gloria Romero Open Meetings Act of 2000*)
- 6.2 California Government Code, Section 54950-54962 (*The Ralph M. Brown Act*)

This policy was voted on and approved by the USU Board of Directors on: 12/03/09.

Revision: 01/28/10

The following signature by the Chair of the USU Board of Directors, verifies the approval of the USU Board of Directors:

_____	_____	_____
Print Name	Signature	Date

** This policy may be amended by a two-thirds vote of the USU Board of Directors.*