

**10503 Notice of Board of Governors' Meetings**

The President of the College, or the President's delegate, shall cause one of the two following forms of notice to be published at least one week prior to the date upon which a regular meeting of the Board is to convene, to wit:

“Notice is hereby given that the Board of Governors of the Metropolitan Community College Area will meet on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_, commencing at \_\_\_\_\_ o'clock, \_\_.M. at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ County, Nebraska, which meeting will be open to the public. An agenda for such meeting, kept continually current, is available for public inspection at the principal office of said Board of Governors, \_\_\_\_\_ Omaha, Nebraska, during normal business hours.

\_\_\_\_\_  
Chair, Board of Governors”

OR

“Notice is hereby given that the Board of Governors of the Metropolitan Community College Area will have a Working Dinner Meeting at \_\_\_\_ .M. on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ County, Nebraska, which meeting is open to the public. The regularly scheduled Board meeting will convene at \_\_\_\_ o'clock, \_\_.M. at the same location and will be open to the public. One common agenda for such meeting kept continually current is available for public inspection at the principal office of said Board of Governors, \_\_\_\_\_, \_\_\_\_\_, Nebraska, during normal business hours.

\_\_\_\_\_  
Chair, Board of Governors”

in the Omaha World-Herald or other newspapers of general circulation within the counties of Washington, Dodge, Douglas, and Sarpy, Nebraska, as the Chair of the Board may select.

The minutes of each regular meeting of the Board of Governors shall have attached thereto an affidavit in the following form, to wit:

**AFFIDAVIT OF TRANSMISSION**

OF NOTICE OF MEETING OF BOARD OF GOVERNORS OF  
METROPOLITAN COMMUNITY COLLEGE AREA

STATE OF NEBRASKA    )  
  ) SS  
COUNTY OF DOUGLAS    )

\_\_\_\_\_, being first duly sworn upon  
oath, deposes and states as follows:

1. That pursuant to direction received from the Chair of the Board  
of Governors of the Metropolitan Community College Area, I  
caused the following Notice to wit:

“Notice is hereby given that the Board of Governors of the  
Metropolitan Community College Area will meet on \_\_\_\_\_,  
\_\_\_\_\_, 20\_\_\_, commencing at \_\_\_\_\_ o’clock, \_\_.M. at  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ County,  
Nebraska, which meeting will be open to the public. An agenda for  
such meeting, kept continually current, is available for public  
inspection at the principal office of said Board of Governors,  
\_\_\_\_\_ Omaha, Nebraska, during normal business hours.

\_\_\_\_\_  
Chair, Board of Governors”

OR

“Notice is hereby given that the Board of Governors of the  
Metropolitan Community College Area will have a Working  
Dinner Meeting at \_\_\_\_ .M. on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_,  
at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ County,  
Nebraska, which meeting is open to the public. The regularly  
scheduled Board meeting will convene at \_\_\_\_ o’clock, \_\_.M. at the  
same location and will be open to the public. One common agenda  
for such meeting kept continually current is available for public  
inspection at the principal office of said Board of Governors,  
\_\_\_\_\_, \_\_\_\_\_, Nebraska, during normal business  
hours.

\_\_\_\_\_  
Chair, Board of Governors”

to be published in \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_; and that the order to said newspaper was made by [telephone] [first class mail][electronic mail] on \_\_\_\_\_ 20\_\_\_.

2. That on \_\_\_\_\_, 20\_\_\_, a copy of such Notice was addressed and sent by e-mail or, if so requested, by personal delivery, to each member of the Board of Governors.

Further affiant sayeth not.

\_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
Notary Public

A completed copy of a form of notice set out above shall be sent, via email, to each member of the Board of Governors at his or her email address as same is shown on the books and records of the Board of Governors on the date the order for publication is given to the newspaper; provided, however, that any member of the Board of Governors may request to receive Board of Governors and committee meeting notices, agenda and minutes by personal delivery rather than by email. The Board member must use the same method of delivery respecting meeting notices, agenda and minutes. Requests for personal delivery of Board and committee meeting notices, agenda and minutes shall be submitted to the Recording Secretary of the Board of Governors. If a Board member requests delivery by personal delivery, transmission addressed and delivered to the Board member via such method shall be as sufficient as email delivery. Having made such a request for personal delivery, the Board member may subsequently cancel the request by giving the Recording Secretary of the Board at least four (4) business days written, e-mailed, or other notice of the requested change.

The Board has delegated to the President the responsibility of maintaining a list of the news media requesting notice of meetings and the President shall make reasonable efforts to provide advance notification to them of the time and place of each meeting, and the subjects to be discussed at the meeting.

(Amended 12/18/84; 9/22/92; 11/26/02; 10/26/10; 5/28/13)