

## **10606 Agenda Preparation and Distribution for Committee Meetings**

- (1) An item of business proposed for action or discussion by a committee of the Board of Governors (other than the Executive Committee and the Committee on Ethics and Conduct) shall be placed upon the agenda for a meeting of such committee as may be directed or approved by the Chair of such committee.
- (2) In addition, an item of business proposed for action or discussion by a committee of the Board of Governors (other than the Executive Committee and the Committee on Ethics and Conduct) shall be placed upon the agenda for a meeting of such committee if
  - (A) the item is forwarded to the Chair of the committee and any two non-ex officio members of the committee request that the item be placed on the agenda for the next or a designated meeting of the committee, or
  - (B) the item is forwarded to the Chair of the committee and any four non-ex officio members of the Board request that the item be placed on the agenda for the next or a designated meeting of the committee.

In either such case, the item and the request must be reduced to writing and communicated to the Chair of the committee prior to the finalization of the final agenda in compliance with the Open Meetings Act. Any indication to the Chair of such committee by a non-ex officio member of the committee or by a member of the Board of Governors that the member joins in the request to place the item on the agenda for the specified meeting of the committee, whether such indication is delivered or given to the Chair by a signed writing, e-mail, telefax, or oral or telephonic communication, shall be considered joining in the request by the member for purposes of this Policy if delivered or given to the Chair prior to the finalization of the final agenda in compliance with the Open Meetings Act.

- (3) The first tentative agenda for a meeting of a committee of the Board of Governors (other than the Executive Committee and the Committee on Ethics and Conduct) shall be prepared by the President, may be amended by the Chair of the committee, and shall be approved by said Chair no later than one week prior to the date upon which the regular meeting of the committee is to convene. A copy of such tentative agenda shall be sent via e-mail to each member of the Board of Governors at his or her e-mail address or telefax number as same is shown on the books and records of the Board of Governors, no later than one week prior to the date upon which the committee is to convene. Any subsequent tentative agenda shall be prepared, amended and approved in the same manner as the first tentative agenda. Copies of each of such subsequent tentative agenda, upon approval by the Chair of the committee, shall be e-mailed or telefaxed to each member of the Board of Governors at his or her e-mail address or telefax number as same is shown on the books and records of the Board of Governors. A member of the Board may request to have the materials described in this subsection (3) delivered to him or her by personal delivery rather than e-mail or telefax, as provided in subsection (4) below.

- (4) The default method of delivery of all Board of Governors and committee meeting notices, meeting agendas and meeting minutes to members of the Board shall be by e-mail. Any member of the Board of Governors who wishes to receive Board of Governors and committee meeting notices, agenda and minutes by personal delivery or telefax rather than by e-mail must designate such election to the Recording Secretary of the Board. The Board member must use the same method of delivery respecting Board of Governors and committee meeting notices, agenda and minutes. If a Board member so requests delivery by personal delivery or telefax, transmission addressed and sent to the Board member via personal delivery or telefax shall be as sufficient as e-mail. Having made such election(s) for methods of delivery, the Board member may subsequently change any such election by giving the Recording Secretary of the Board at least four (4) business days written, e-mailed or other notice of the requested change.
- (5) The final agenda for a regular or special meeting of a committee of the Board of Governors (other than the Executive Committee and the Committee on Ethics and Conduct) shall be approved as to form by the Chair of the committee. The final agenda for each regular and special meeting of the committee shall be transmitted to each Board member via e-mail (or via the Board member's other elected method of delivery) not less than seventy-two hours prior to any such meeting, but the final agenda may nevertheless be amended thereafter in any manner and at any time permissible under the Nebraska Open Meetings Act.

(Amended 9/22/92; 3/27/01; 11/26/02; 2/22/05; 12/19/06; 10/26/10; 7/23/13; 2/25/14)