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**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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Title: DEVELOPMENT OF DISTRICT BOARD OF DIRECTORS MEETING AGENDAS AND MATERIALS

Code: AA0400

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Policy Reference: A0104-A, Duties of Officers of MATC District Board; A0202-1, Delegation of Authority

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**Schedule of District Board Monthly Meetings**

There will be monthly meetings, except for July, and special meetings required by statute and the needs of the District Board.

**Development of the Agenda**

Timely and well-prepared materials for the District Board's consideration are very important. Following the Board meeting, these individuals meet with the President and Executive Vice President to develop the agendas for the next month's committee and Board meetings:

- Executive Assistants to the President
- Executive Assistant to the Executive Vice President
- Administrative Specialist to the Director/General Manager - Public Television
- Administrative Specialist to the Vice President of Finance
- Administrative Specialist to the Vice President and General Counsel

**Input for the District Board Meetings**

Data and recommendations for District Board reports, action, or information may come from students, faculty, staff, managers, deans, or citizens at large. District Board members may request items to be added to the agenda.

If closed sessions are required, the precise nature of the topic is required and the need for legal counsel is determined. The notice of the District Board meeting needs to contain the Wisconsin Code section that pertains to the closed session.

**Final Review of Agenda**

Prior to the District Board meeting, the President and the District Board Chairperson discuss the agenda.

Office of Responsibility: Office of the President  
Last Reviewed: Mar-2022