

**SCHEDULE OF EVENTS  
FOR  
BOARD MEETING PREPARATION**

8TH WEEK					5TH WEEK					4TH WEEK					3RD WEEK					2ND WEEK					1 WEEK PRIOR					WEEK OF MEETING									
1					2		3			4					5					6				7	8		8			9					10	*	*		
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F

\* THURSDAY–FRIDAY, NORMAL BOARD MEETING DAYS (Subject to change to a one-day meeting, normally on Thursday, as directed by the Board Chairman, on a meeting-to-meeting basis.)

**Eight weeks before board meeting:**

1. The Secretary of the Board by memorandum informs staff of deadlines for possible agenda items, agenda meeting date, deadline for Consent Agenda and Information Agenda items, Agenda Book mailing date.

**Five weeks before board meeting:**

2. List of preliminary items due in Office of Board of Regents by 9:00 a.m.
3. Electronic copy of agenda items (including regular, consent agenda, and information items) due in initial draft in Office of Board of Regents so that a tentative agenda can be prepared for review at Agenda Book meeting.

**Four weeks before board meeting:**

4. Agenda Book meeting

**Three weeks before board meeting:**

5. Proposed items for executive session of the Board of Regents due to the Vice Chancellor and General Counsel.
6. Revised/final items due by electronic copy to Office of Board of Regents by 9:00 a.m.
7. Agenda presented by Secretary of the Board to the Chairman for approval.

**Two weeks before board meeting:**

8. Agenda book made available electronically to regents, administration, and staff.

**One week before board meeting:**

9. Electronic versions of all handout materials and PowerPoint presentations to be presented during the Board meeting must be submitted to the Office of the Board of Regents by noon.

**Week of the meeting:**

10. Audio and visual presentations are due to the Board IT liaison on the Wednesday (or Tuesday for out-of-town meetings) of the Board meeting week, unless otherwise specified.
11. Any updates to electronic files (PowerPoint, reports, etc.) as originally submitted (see item 9 above) to the Board Office should be resubmitted to the Board Office as soon as possible.

Note: Some due dates may be slightly modified to accommodate holidays.