

___ . **TTU: This is a simple, direct description of the item to be considered and does not need to be a complete sentence. This description of the item to be considered must provide reasonably sufficient notice to the public as to the subject matter to be acted on by the Board since it is these descriptions that form the bulk of the notices that are required by law to be posted. For instance: TTUHSC: Approve extension of current agreement with Dr. XYZ. This paragraph is indented .5” from both left and right margins. The section is underlined and in 14 pt. bold type.**

Will be numbered by BOR office

Margins:
Top: 1 in.
Bottom: 1 in.
Left: 1.5 in.
Right: 1 in.
Header: .5 in.
Footer: .5 in.

Indented .5 in. left and right. This section only

Approval required by: {Arial 10 pt, flush with title.}

Cite *Regents’ Rules*, OP, or whatever statute or rule that requires approval of proposed item.

This section should begin with the phrase, “The request is to ... This request has been approved administratively by the President and the Chancellor and is recommended for approval by the Board of Regents.”

This replaces the “Resolution” of the old format. It is written in narrative format rather than the formal language of the old resolution. It is important to include all action that needs to be taken as well as pertinent information to the action, e.g., term and amount of agreement.

The information contained in this section is not released to the press until after the meeting.

BACKGROUND INFORMATION

{Bold, underlined, all caps, centered}

This section includes material formerly included in “Statement of Pertinent Facts” and, if relevant, “Previous Board Action.” In addition, it should include enough information to give the regents a better idea of how this item helps the institution achieve one or more of its goals. The Regents want to be able to see an overall picture of how this project/item connects with other projects approved/to be approved and the mission of the institution.

The Background Information is released to the press before the meeting.

As an example:

Section 07.12.1.b., *Regents’ Rules*, requires regental approval of consulting contracts which exceed certain limits. During the past two years, the Health Sciences Center has benefited from its association with Dr. XYZ. Dr. XYZ has initiated, organized and facilitated interactions between XY School and the College of X.

The background information should contain as many paragraphs as needed to convey information to the regents; however, every effort should be made to include only information that is pertinent to the item under consideration.

* * * * *

Margins:

Left: 1.5"
Right: 1"
Top: 1"
Bottom: 1"
Header: .5"
Footer: .5"

Page numbering:

The Consent Agenda and Information Agenda begins with page 1 and is numbered consecutively through the Information Agenda. Each page is numbered at the bottom of the page (.5" from the edge of the paper, centered)

Header:

This is the date of the meeting, e.g., 8/10/2001, 12/13-14/2001. It is .5" from the top and ends flush with the right margin.

Type font:

Fonts and sizes to be used are as follows:

Captioned paragraph: Arial, 14 pt., bold, underlined
Approval line: Arial, 10 pt.
Request paragraph: Arial, 12 pt.
Background Information: Arial, 12 pt.
Header: Arial, 10 pt.
Footer: Arial, 12 pt.