

ORDER OF BUSINESS
BOARD POLICY NO. 1.012

It shall be the policy of the Executive Cabinet to adopt the agenda establishing the order of business for each meeting. The President shall call the meeting to order upon the appearance of a quorum. The order of business shall be as shown below. Following General Executive Cabinet functions there shall be a Consent Agenda comprised of routine items, including but not limited to payroll items, requisitions, routine personnel, routine educational matters, conference attendance, second reading of non-controversial policies, transfer of funds, and budget extensions. These items will be adopted in one action without discussion unless an Executive Cabinet member requests the removal of any item for discussion.

I. General Executive Cabinet Functions

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Roll Call
5. Adoption of Agenda
6. Approval of Minutes of previous meeting
7. Correspondence
8. Oral Communications from Members of the Executive Cabinet,
9. Oral Communications from Public and Recognized Representatives not Appearing on the Agenda.

II. Consent Agenda

III. General Administrative Functions

1. Adoption/approval of Executive Cabinet Policies and Administrative Regulations
2. Hearings
3. Presentations
4. Other

IV. Special Administrative Functions

1. Instructional Services
2. Business and Financial Services
3. Personnel Services
4. Student Cases

V. Items for Future Agenda Submitted by Members of the Executive Cabinet

VI. Time and Place of Next Meeting

VII. Closed Session

VIII. Adjournment