

# **WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS**

## **West Virginia State University and the West Virginia State Community and Technical College**

### **BOG Policy #41**

**Title: Making Agendas Available to the Public**

#### **Section 1. General**

1.1 This policy describes the openness of meetings held by the West Virginia State University Board of Governors and the West Virginia State Community and Technical College Institutional Board of Advisors.

1.2 Authority: WV State Code §6-9A-3.

1.3 Effective Date: May 25, 2005.

#### **Section 2. Guidelines**

2.1 West Virginia State University will notify the public and media of the date, time, place, and purpose of each meeting of the Board of Governors by notifying the Secretary of State's office for publication in the state register, except in an emergency, at least three working days before the meeting;

2.1.1 West Virginia State Community and Technical College will provide the similar information for meetings of the Institutional Board of Advisors.

2.2 All Board meetings are open to the public;

2.2.1 Media representatives are welcome to attend open meetings.

2.3 When appropriate, and in accordance with West Virginia Code, the Board may go into executive session (closed to the public).

2.4 Minutes of all open (not executive sessions) meetings will be taken and made available to the public within reasonable time after the meeting;

2.4.1 Minutes shall include:

- date, time, and place of the meeting;
- name of each member present and absent;
- all motions, proposals, resolutions, orders, ordinances and measures proposed, the name of person proposing and their disposition;
- the results of all votes and, when requested by a member, the vote of each member, by name.