

Title:	Agenda Development and Communication Policy	Related Policies:	
Number:	1.2	Related Procedures:	
Status:	Approved	Adopted:	
Owner:	L. Alexander (Board Policy Committee Chair)	Accounting:	
Last Revised:	8-22-09	Legal:	GA Open Meetings Act OGCA 50-14-1; NCS

Policy Detail

Ten days prior to the Board meeting:	Agenda items requested
Seven days prior to the Board meeting:	Agenda items due
Six days prior to the Board meeting:	Agenda ready for review by Chair and Executive Director
Five days before the board meeting:	Agenda, date, location and time sent to all Board members, administration/staff
Three days before the Board meeting:	Agenda posted to the community at large on webpage and in front lobby Background issues addressed
At the meeting in a well-organized folder (Secretary):	Agenda Financial report Minutes Committee reports Background documents Announcements
Three days after the meeting:	Minutes circulated to all Board members for review Executive summary or action assignments
Prior to the following Board meeting:	Minutes posted to the community at large via the Amana website
Monthly:	Financial report
Two weeks before the meeting at which it will be discussed:	Proposed annual budget Auditors annual report Strategic or operating plan