

**For Board of Regents meeting on:  
December 11-12, 2014 ... in Lubbock**

**Timeline and Deadlines for agenda and meeting preparations**

**NOVEMBER:**

(Mon)	3	<b>Preliminary list of proposed agenda items</b> due to Board Office by no later than <b>9:00 a.m.</b>
(Wed)	5	Drafts of <b>proposed agenda items</b> (electronic versions) due to Board Office by no later than <b>12 noon</b> . <i>[Those who want items on the Board meeting agenda <u>must</u> submit the proposed agenda items <u>PRIOR TO</u> the Agenda Book meeting so that the appropriate level of review may be done.]</i>
(Tue)	11	Preliminary agenda distributed to Agenda Book meeting participants.
(Wed)	12	<b>AGENDA BOOK MEETING</b> ... 2:00-3:30 p.m. in Board Committee Room (206).
(Tue)	18	<ul style="list-style-type: none"> <li>Revised agenda items (electronic versions) due to Board Office by no later than 9:00 a.m.</li> <li>Executive Session agenda items due to John Huffaker by 5:00 p.m.</li> </ul>
(Tue)	25	<ul style="list-style-type: none"> <li><b>Agenda Book mailed to regents</b> (2 weeks in advance of the Board meeting, per <i>Regents' Rules</i>) ... 'pdf' version of Agenda Book emailed to appropriate administrators the next day.</li> <li><b><u>At this point, the regular and consent agendas for the Board meeting are finalized.</u></b> For any additions after this date, the requestor must directly obtain the approval of the Chancellor ... and then the Board chairman also must approve.</li> </ul>
(Wed)	26	Names of those to be introduced/recognized at the Board meeting must be submitted to the Board Office.

**DECEMBER:**

(Mon)	1	Executive Session agenda finalized internally.
(Thur)	4	<ul style="list-style-type: none"> <li><b>21 printed copies of all handout materials and PowerPoint presentations to be used during the Board meeting must be submitted to the Board Office by no later than 12 noon.</b></li> <li><b>Copies of handouts/PowerPoints mailed to regents – overnight delivery packets go out at 3:30 p.m.</b></li> </ul>
(Fri)	5	Posting notice of Board meeting submitted to Secretary of State's office ... Agenda Book and advance briefing materials sent to regents are posted online.
(Mon)	8	<b>As of 72 hours prior to the start of the Board meeting, the state's opening meetings law does not allow any new items to be added to the agenda.</b>
(Tue)	9	<ul style="list-style-type: none"> <li>Presenters with <b>PowerPoint presentations</b> ... deliver CDs/diskettes to Tommy Stevens by no later than <b>5:00 p.m.</b></li> <li><b>If handout materials are to be distributed during the Board meeting – including printed copies of PowerPoint presentations – 21 copies must be submitted to Board Office by no later than 5:00 p.m.</b> <i>[No one is to show up at the Board meeting with handouts that have not been previously submitted to the Board Office.]</i></li> </ul>
(Thur-Fri)	11-12	<b>Board meeting – Lubbock</b>