

College OF MICRONESIA-FSM

BOARD POLICY NO. 1311

~~Notice of Meeting and Agenda~~ Regular and Special Meetings Notice

Date Adopted: 20-23 March 2006

Date Revised: 22 March 2014; 13 December 2017

Date Reviewed: 22 March 2014; 13 December 2017; 03-05 December 2025

References: Article VI, § 7 & 12, COM-FSM Board of Regents Bylaws ((as amended April 1–4, 2025)
FSMC Title 40, §713
PL 7-79 §13; PL 8-144 §4

A. Policy Statement

This policy establishes requirements for notice and agenda for regular and special meetings of the Board of Regents to ensure transparency, proper communication, and compliance with legal requirements.

B. Regular Meetings¹

1. Written notice shall be provided to all Board members at least 10 calendar days before each regular meeting.
2. Notice shall also be provided to the public prior to the meeting day.
3. The Board shall also hold three other regular meetings; in March, June, and September. If it appears that a quorum will not be realized on those days, the Board may, by approval of three members, set an alternative date.

C. Special Meeting²

1. Special meetings may be called by:
 - a. The Chairperson on his or her initiative, or
 - b. Petition of two Board members.
2. At least 30 days' notice shall be given to all Board members.
3. The notice shall state the purpose, location, and date of the special meeting.
4. Notice may be given in person, by telephone, facsimile, email, or mail.
5. The 30-day period begins from the date of mailing or transmission.

¹COM-FSM Board of Regents Bylaws, Article VI, §7; SMC Title 40, §713; PL 7-79 §13.

²COM-FSM Board of Regents Bylaws, Article VI, §8 & 12; FSMC Title 40, §713(2)

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D. Waiver of Notice³

1. The Board may waive the 30-day notice requirement for a special meeting by an affirmative vote of three members.
2. Attendance at any meeting, regular or special, by a Board member shall be conclusively deemed a waiver of notice of that meeting unless objection is made at the outset of such meeting to the failure to give proper notice.

E. Notice of Board Agenda⁴

1. Prior notice of the agenda of the Board at a regular meeting need not be given except that thirty (30) days prior notice must be given for the following agenda items:
 - a. Consideration of termination of the services of the President;
 - b. Termination of officers of the Board;
 - c. Removal of a Board member; or
 - d. An amendment to the bylaws.

F. Public Involvement⁵

1. All meetings shall be open to the public, except during executive sessions.
2. Minutes shall be published and disseminated within 20 calendar days after adjournment.

REGULAR MEETINGS

~~For regular meetings, written notice is provided to board members at least ten calendar days in advance of the meeting day. Notice is also given to the public in advance of the meeting day.~~

SPECIAL MEETINGS

~~When a special meeting is called on the initiative of the chairperson or upon petition of two board members, at least thirty days notice of the special meeting is given to all members. Notice of special meeting states the purpose of the special meeting, its location, and date. Notice may be given in person, by telephone, facsimile, email, or by mailing a copy of the notice to the mailing address of the respective board members. In computing the notice requirement under this section, the time period begins to run from the date of mailing or transmission.~~

WAIVER OF NOTICE

~~The board may waive the thirty-day notice for special meetings by an affirmative vote of three members. Attendance at any meeting, regular or special, by a regent is conclusively deemed a waiver of notice of that meeting unless objection is made at the outset of such meeting to the failure to give proper notice.~~

NOTICE OF BOARD AGENDA

~~Prior notice to the board of the agenda for a regular meeting need not be given except for the~~

³COM-FSM Board of Regents Bylaws, Article VI, §7

⁴COM-FSM Board of Regents Bylaws, Article VI, §12.

⁵COM-FSM Board of Regents Bylaws, Article VI, §15; FSMC Title 40, §713; PL 7-79 §13.

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following agenda items:

- a. ~~Consideration of the termination of the services of the president or other academic and administrative heads of a component of the college;~~
- b. ~~Termination of officers of the board;~~
- c. ~~Removal of a board member; or~~
- d. ~~An amendment to the bylaws~~