

COLLEGE OF MICRONESIA-FSM BOARD POLICY NO. 1311

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.

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.

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)

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

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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.

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.