

**THREE RIVERS COLLEGE  
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0400 Meetings	
Title: BP 0440 Notification of Board Meetings	Page 1 of 2
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 09-21-2016

Notice of meetings of the board of trustees, including committees of the board as provided in Policy 0360 – Board Committees, will be given in a manner to reasonably inform the public of the matters to be considered by the board.

Notice of the time, date, and place of the meeting as well as the tentative agenda will be provided as soon as practically possible and at least 24 hours, exclusive of holidays and weekends, prior to the meeting unless for good cause it is impossible or impractical to provide such notice. In such instances, the nature of the impossibility or impracticality will be stated in the minutes. In order to maximize public participation, notice of board meetings will be posted to the college website. Upon request, members of the media will be provided with notice of the meeting at the same time notice is provided to trustees. Meetings will be scheduled at a location reasonably accessible to the public in a room of sufficient size to accommodate the anticipated attendance by the public.

Where meetings are conducted by telephone or other electronic means, written notice of such meetings will include the specific mode by which the meetings will be conducted and the location where the public may attend such electronic meetings. If a meeting is conducted through the Internet or other computer link, notice of such meeting will be posted on the college's web site.

**THREE RIVERS COLLEGE  
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0400 Meetings	
Title: BP 0440 Notification of Board Meetings	Page 2 of 2
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 09-21-2016

**DOCUMENT HISTORY:**

**10-15-2009:** Initial approval of policy BP 0440 Notification of Board Meetings.

**09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.