

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

General Information for Board Meeting Preparation

To facilitate the preparation of the agenda Book and its use by the Board during its meetings, the agenda traditionally has been constructed around three general terms for designating items to be considered: regular items, consent items, and information items (as stated in Section 01.027.d(4), Regents Rules).

Items to be brought before the Board will be separated into three categories:

- (a) Items deemed to require individual consideration and action by the Board will be in the regular agenda;
- (b) Items deemed routine will be in the consent agenda; and
- (c) Material required by some provision of the Regents Rules to be furnished to the Board as information will be listed in the information agenda.

The Regents Rules do not contain much detailed information on the preparation of items and only broad guidance is given for the manner of conducting Board meetings. Consequently, as boards and chairpersons change, some of the operating practices at Board meetings and the format for agenda items change.

For additional guidance on the preparation of agenda items, refer to the document "Agenda Items – Standards and Expectations" posted under the Board Meeting Preparation Guidelines header at <http://www.texas-tech.edu/board-regents/calendar-meetings.php>

For your information and guidance, the current practice is as follows:

1. Action Items [See (a) above]

These are matters considered on an individual basis with a detailed written presentation of background, facts, and information considered useful for the Board as it considers its decision. Generally these individual items require formal Board action because they:

- a. Are significant in themselves; or
- b. Are required by statute or other legal authority; or
- c. Are specified in the Regents Rules; or
- d. May be sensitive, of special interest to UT-HSC or the general public, matters for permanent record, public acknowledgement, awards or recognition, or perceived by the administration to need endorsement by the Board of Regents, etc.

