

Protocol for Meetings

Board of Trustees – Bylaws

CWU Policy 107-02

Effective: February 2020

Policy Review Date: YEAR

Policy Executive: Board of Trustees

Responsible Office/Unit: Secretary to the Board of Trustees

Policy Statement:

Applicability:

Content:

Policy

(1) Agendas for the Meetings of the Board of Trustees.

- A. The agendas for the meetings of the board of trustees will be developed collaboratively by the chair of the board, the president, and the board officers.
- B. Distribution. An agenda for each regular meeting shall be available on the board of trustees' website at least seven days prior to the board meeting. Proposals for tuition and fee increases will be made public twenty-one days prior to the meeting.

(2) Communications.

- A. Written communications to the board of trustees received within seven days of a regularly scheduled board meeting will be included by the board secretary in board briefing materials as appropriate. Communications received after that time will be shared at the following board meeting. Prior to each regular meeting of the board, the president of the board of directors of the Associated Students of Central Washington University, and the chairs of The Faculty Senate, Association of Exempt Employees, and the Employee Council, may send a report to the board. With the permission of the board chair, individuals, or representatives of organizations, may address the board during the business meeting. All written communications presented to the board of trustees shall be filed by the board secretary.

(3) Minutes.

- A. Minutes of each meeting of the board of trustees, regular or special, will be available no later than one week prior to the next public meeting. Minutes of the board of trustees' meetings will be available online or by contacting the president's office.

(4) Authority to vote.

- A. Neither staff nor officers and representatives to the board shall have the authority to make motions or to vote on any matter before the board. This authority is limited exclusively to the trustee members of the board. Trustees must be present at a meeting or participating by phone in order to vote and may not vote by proxy.

History:

*02/2010, Resolution 10-06; 10/2010, Resolution 10-12; 10/2011, Resolution 11-09; 12/2011, Resolution 11-15; 05/2012, Resolution 12-04; 06/2013, Res. 13-04
11/1997, 06/2008, 02/2017, 10/2010, 10/2011, 12/2011, 05/2012, 06/2013: Responsibility: Board of Trustees;
Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 02/2020; Approved by:
James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 1-70-020, June 2025*