

**WEST LIBERTY UNIVERSITY**

**Board of Governors**

BOG POLICY UNNECESSARY. GOVERNED  
BY WV OPEN MEETINGS ACT §6-9A.

**Policy No. 21**

**TITLE: MAKING AGENDAS AVAILABLE TO PUBLIC**

**SECTION I. GENERAL**

- 1.1 Scope – This rule establishes West Liberty University policy in regard to making agendas available to the public.
- 1.2 Authority – West Virginia Code § 6-9A-3.

**SECTION II. MEETINGS**

- 2.1 All Board meetings are open to the public.
- 2.2 Media representatives are welcome to attend open meetings.
- 2.3 West Liberty University will notify the public and media of the date, time, place, and purpose of each meeting by notifying the Secretary of State to permit advertisement in the State Register at least five (5) calendar days prior to the date of the meeting. This information will also be available on the campus of West Liberty University in the Board of Governor's book located in the Elbin Library, and the meeting agenda will be listed under the Board of Governor's web page.
- 2.4 When appropriate, and in accordance with § 6-9A-4 of the Open Meetings Act, the Board may go into executive session (closed to the public). No decisions will be made in executive session.

**SECTION III. MINUTES**

- 3.1 Minutes of all open meetings will be taken and made available to the public on the BOG web site within a reasonable time after the meeting. Minutes shall include: date, time, and place of the meeting; name of each member present and absent; all motions, proposals, resolutions, orders, ordinances, and measures proposed; the name of the person proposing and the disposition; the results of all votes; and when requested by a member, the vote of each member by name.

Approved by the WLSC Board of Governors on 08/31/05.

**REPEALED**