



## Policy for Submitting Information and Agenda Items for Consideration by the SUNY ESF Board of Trustees (BOT)

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SUNY ESF BOT meet routinely to be advised of important matters related to the College and to take formal action on others. The BOT currently functions with four standing committees:

- Equity, Diversity and Inclusion
- Governance
- Sustainable Finance
- Sustainable Operations

Information on committees can be found in the Board bylaws (<https://www.esf.edu/welcome/trustees/ESF-Amended-Bylaws-Final.pdf>).

Meeting schedules are posted with as much notice as possible on the BOT website (<https://www.esf.edu/welcome/trustees.htm>).

BOT meetings are subject to Open Meetings Law. Annual and Regular meetings require seven days public notice, and Special meetings require five.

Meeting agendas for the BOT and committees are usually developed well in advance of the meeting. Please contact the Secretary of the Board one full calendar month prior to the scheduled meeting date if there is interest in adding an item to the agenda of a BOT meeting **by filling out and submitting the attached form**. The decision of whether or not to include a proposed item on an agenda will be taken by the Chair of the Board or Committee, after seeking the advice of the President, Provost, or other members of the College Administration, as appropriate.

Once an item has been included on a meeting agenda, it is the responsibility of the item owner to meet requests for additional information and submit by established deadlines to enable presentation and discussion at the board meeting.