

<b>Louisiana Board of Regents</b>	
<b>Bylaws Policies and Procedures</b>	
<b>Policy Number</b>	<b>BPP 3.5 (a)</b>
<b>Chapter</b>	<b>Bylaws</b>
<b>Effective Date</b>	<b>3/23/11</b>
<b>Subject</b>	<b>Notice of Meetings</b>

### **Procedures**

It shall be the policy of the Board of Regents that all interested parties and the public may be informed of all activities of the Board. All meetings, as defined by R.S. 42:14, shall be open to all who wish to attend.

Written or printed notices of Board agendas and/or committee meetings shall be executed in accordance with R.S. 42:19 and note the dates, times, places and the agendas for the meetings.

When feasible, the written or printed notice shall be transmitted to appropriate individuals or agencies either personally, by mail, or by fax not less than:

1. Seven (7) days before the meeting date for the Regular Meetings,
2. Two (2) days (48) hours before the meeting date for Special Meetings; and
3. One (1) day (24) hours before the meeting date for Emergency Meetings.

However, nothing herein shall be construed to mean that a meeting cannot be held if not noticed within these timelines.