

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

ADMINISTRATION PROCEDURE

SUBJECT: Publicizing Agendas & Minutes

REFERENCE: California State University Education Code Chapter 7, Section 89920-28

The University Student Union Board of Directors (USU) BOD shall conduct its business in public meetings. All governing board and sub-board meetings shall be open and public. The USU BOD shall at least one week prior to the date set for its meeting, give written notice of every regular meeting, and any special meeting which is called, to any individual or medium that has filed a written request for notice.

PURPOSE: To properly notify the public about any business meeting of the University Student Union Board of Directors and its subcommittees

PROCEDURE: The Executive Assistant or designee shall...

- A. Forward to the USU Web master all meeting agendas of the USU BOD and its subcommittees at least one week prior to the date set for the meeting for publication on the USU Web page. The USU Web site listing of board and committee meetings shall meet the internal compliance standard for public meeting notice.
- B. Post on the Board of Directors bulletin boards at the USU and SSU the agendas of all meetings of the USU BOD and its subcommittees at least one week prior to the date set for the meeting.
- C. Send lists of board and committee meetings to the Marketing Intern who will forward them to two campus media: The Daily Sundial and @CSUN for inclusion in the meetings section of those publications.

Approved:



Debra L. Hammond

08/01/05

Date