

# ASC Meeting Agenda Process

1. By-laws, Article III, Section 2; Article IV (all of it)
2. The ASC president designs the agenda
3. The ASC office helps prepare the agenda and packet, and posts the information publicly
4. The agenda must be posted publicly according to Brown Act rules 72 hours (business hours!) prior to the ASC meeting.
5. The agenda should include a packet with all documents to be discussed
  - a. A draft version of a document for public review is better than none at all
6. The ASC president should prepare a draft agenda and gather documents well ahead of the 72 hour deadline to give the ASC office staff plenty of time to process the information!

*Revision Date: Spring 2021*