

University of Maine System
Agenda Item Summary Sheet Guidelines

Agenda Item Summary (AIS) sheet templates have been created to simplify and bring uniformity to the meeting material preparation process for Board of Trustees meetings and Board Committee meetings. The templates are available by contacting the Board Office.

- The templates including the following samples:
 - Board Meetings:
 - Action item forwarded from a Committee to the Board
 - Action item forwarded from a Committee to the Consent Agenda
 - Board Action Item
 - Information or Discussion Item (same AIS for Board or Committee)
 - Committee Meetings:
 - Action item within the purview of the Committee
 - Action item to be forwarded to the Consent Agenda
 - Action item to be forwarded to the full Board
 - Information or Discussion Item (same AIS for Board or Committee)
- AIS sheets should include the following information:
 - **Name of Item** – State the agenda item name, which should be the same title as listed on the meeting agenda.
 - **Initiated by** –
 - The Committee Chair’s full name if the AIS is for a Committee meeting
 - The Chancellor’s full name and title if the AIS for a Board meeting
 - There are a few exceptions to this for items initiated by the Board Chair. The Board Office is normally responsible for those AIS.
 - **Board Action or Board Information** – Indicate distinction by using an **X** in the appropriate section.
 - **Board Policy** – Insert the Board Policy number and name, if applicable.
 - **Unified Accreditation Connection** – Include a brief statement on how this agenda item is linked to unified accreditation, if applicable. If not applicable enter “N/A”.
 - **Background** – Background information should be concise while providing all relevant details.
 - Some agenda items for the Finance, Facilities, and Technology Committee have subcategories and will include more detail under the Background section.
 - **Resolution** – Only needed if the agenda item requires action
 - **Release Date** – The date in the footer of the AIS sheet will be the date the meeting materials are released and posted to the Board portal and the Board website.
- Do not use acronyms in the text of the AIS without defining what they mean
- Action items for the Consent Agenda must state that the item was considered by the Committee and forwarded to the Consent Agenda for Consideration.
 - If the Committee meeting is later than the release of the Board materials, prepare the AIS assuming it will be forwarded by the Committee. If that does not occur, the item can be revised. Sample resolution language is as follows:
 - Resolutions for items being forwarded to the Consent Agenda should start with the following text: *“That the Board of Trustees accepts the recommendation of the (name of the committee), and approves/authorizes...”*
- The AIS sheet should be reviewed by the appropriate System staff member supporting a Board Committee, appropriate Vice Chancellor, and/or the Chancellor if appropriate before submitting it to the Board Office for review.

- The Clerk reviews all AIS sheets prior to posting them to the meeting materials. The System staff person who prepared the materials will be notified by the Board Office if significant changes are needed to the information submitted.

If you have additional questions about preparing or submitting AIS sheets, please contact the Board Office directly.