

University of Maine System  
**Board of Trustees Meeting Materials Guidelines**

The System staff members who support Board Committees and the Vice Chancellors are responsible for preparing Agenda Item Summary (AIS) sheets, attachments and presentations for all items that have been forwarded from a Committee or if the agenda item falls within the Vice Chancellor/Staff member's arena, even if not coming through a Committee.

System staff members who support Board Committees and Vice Chancellors are also responsible for reports that go to the Board periodically (e.g. enrollment report, capital project status report, management group appointments, etc.).

- The Clerk will prepare the public agenda and the annotated agenda for the Board meeting.
- System staff members who support Board Committees and/or Vice Chancellors should notify the Board Office about expected items (action, information, discussion) during the development of the agenda, which is approximately 4 weeks prior to the Board meeting.
  - At that time, also inform the Board Office of the estimated time needed for each agenda item and if there will be any PowerPoint presentation.
  - When estimating the time needed for each agenda item, be sure to allow time for Q & A with the Trustees. (For example: If 15 minutes as been reserved for the agenda item, it should include 8 minutes for the presentation/introduction and 7 minutes for Q & A with the Trustees.)
- PowerPoint presentations which include recommendations need pre-approval by the appropriate Vice Chancellor and the Chancellor prior to distribution to the Board Office.
- PowerPoint Presentations are not required but should be limited to **5** slides for Board meetings. Charts and graphs should be used to visually display data. **DO NOT READ THE SLIDES.**
- All items that have not been presented at a Board committee must be approved by the appropriate Vice Chancellor before submitting the information to the Board Office.
- All materials to be included in the Board meeting materials should be posted to the Board Office internal drive or emailed to the Board Office by 12 pm on the materials deadline date.
- When adding materials to the Board Office internal drive, rename each document to indicate if the document is the AIS, Attachment, or Report as the first part of document name.
  - For example: "AIS-Enrollment Update", "Attachment - Enrollment Update Presentation". This will ensure we put the correlating background materials with the correct AIS.
- The System staff person who prepared the materials will be notified by the Board Office if significant changes are needed to the information submitted.
- The complete Board meeting books should be 200 pages or less. To ensure fewer materials:
  - Include executive summaries (2-3 pages) instead of the full report. The executive summary should be included as part of the Agenda Item Summary (AIS) sheet
  - Embed on the bottom of the AIS sheet a link to a website instead of including the full report in the materials. For example links to the enrollment report, completions report, financial aid report, State of IT report, etc.)
- Always assume that the Trustees have already reviewed the meeting materials.
- Do not read the AIS sheet verbatim during the meeting as your agenda item presentation.
- See Agenda Item Summary (AIS) Sheet Guidelines for specific information about preparing AIS sheets.

**The Clerk of the Board has the authority to remove any agenda item if all of the materials for that item are not submitted by 12 pm on the deadline date.**

- All materials are defined as: Agenda Item Summary sheets, any background materials and PowerPoint presentations.
- When an item is removed, it can be placed on the next regularly scheduled Board meeting agenda.
- Exceptions to the deadline should be very rare and will only move forward if it impacts the Board's fiduciary responsibilities. Exceptions require authorization by the Board Chair and the Clerk of the Board.