

**7000.0550 AGENDA FOR BOARD MEETINGS.**

Subpart 1. **Agenda items and related written materials.** No matter may be considered at a board meeting unless it is on the agenda and related written materials have been made available as provided in part 7000.0650.

Subp. 2. **Agenda preparation.**

A. The commissioner shall prepare an agenda for each regular, special, and committee meeting of the board. The agenda shall identify the date and place of the meeting, and the approximate times for considering each item on the agenda. Each agenda must be prepared in sufficient time to allow for notice as specified in this chapter. Each agenda must identify all matters to be considered by the board.

B. A board member may request, pursuant to Minnesota Statutes, section 116.02, subdivision 8, that the commissioner place an item on the agenda. Unless the request is withdrawn, the commissioner shall place the item on the agenda within 45 days after the date the request is made by the board member.

Subp. 3. **Board member notice of meetings.** The commissioner shall serve on each board member a copy of the proposed agenda for each board meeting, together with the related written materials for the items on the agenda. However, if the related written materials are so voluminous as to make it impractical to serve them on all board members, the commissioner may provide a notice stating that there are additional related written materials for review at the offices of the agency. Service shall be made as described in items A and B.

A. For a regular meeting of the board, service shall be made at least ten days before the meeting.

B. For a special meeting or committee meeting of the board, service by mail shall be made at least six days before the meeting. Personal service or service by facsimile shall be made at least three days before the meeting. However, the notice provisions of this part do not apply to emergencies which are addressed by the board or commissioner under part 7000.5000.

**Statutory Authority:** *MS s 14.06; 116.07*

**History:** *19 SR 1310; 28 SR 1249*

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