

LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS

POLICY MANUAL

no. 10.09C

category: General Operations
title: Agenda Item Background Material

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07/26/02
10/31/03 supersedes no. 10.09B

PURPOSE:

To ensure that each member has adequate time to review the necessary material prior to meetings of the Board and the Committee of the Whole.

POLICY:

All background material for any agenda items requiring Board action shall be in the hands of members not less than the Friday prior to Thursday's meeting (except for financial statements if not available) at which action is to be taken unless the Chairman shall determine that a situation exists including emergency meetings requiring Board action on a non-agenda'ed item, in which case, background material may be distributed as soon as available, including at the meeting where action is to be taken.