

## Guidelines for Electronic Submission of Board Items

1. Items for the board agenda (whether “for information”, “for discussion” or “for decision”) must be submitted electronically, in PDF format (please use Calibri font), and Committee agenda materials should be submitted in one pdf to [sheena.rowan@usask.ca](mailto:sheena.rowan@usask.ca)
2. The information, discussion and/or decision items should be no more than 2 pages in length. Permission to include more than 2 pages with a report must be obtained from the university secretary’s office.

3. Attachments and Appendices

Attachments should be included only if the recommendation requires additional information. No more than 3 pages should be included as attachments or appendices. Permission to include more than 3 pages must be obtained by the university secretary’s office. Attachments and appendices should be clearly marked, including the agenda item #:

8.4.3 Attachment 1

8.4.3 Appendix 1

4. Reference Materials:

Any material that is not pertinent to the recommendation but may be of interest to the board should be included in a separate pdf and marked as reference material. Note of reference materials should be made on the information, discussion or decision template. The material will be placed at the end of the agenda. A link will be inserted by the University Secretary’s office to the reference material. Please leave a space between the titles of each attachment/reference item, so that the link can easily be inserted. Reference material should be clearly marked, including the agenda item #:

8.4.3 Reference 1

8.4.3 Reference 2

5. PDFs submitted should not be scanned *if at all possible*, should not contain page numbers if possible, not contain un-necessary bookmarks, nor should signatures be applied
  - a. On signature line, indicate “*original signed*”
  - b. Please ensure there are no restrictions applied to the PDF (e.g. read only or other security measures)

6. Naming conventions

- a. Each file should be named with its board agenda item number followed by the name/description that appears on both the agenda and the request form:

*Example: 7.2.4 Proposed amendments to the University Act*

- b. When re-submitting an item to the secretary's office, due to edits or updates, please submit it with a version number added to the original file name.

7. A hard copy (3 hole punched) of the item with original signatures must be submitted to the Office of the University Secretary for the archive file

- a. The signed originals do not need to be received by the submission deadline, but they must be received **as soon as possible** to ensure the submission matches the electronic submission *prior to the board meeting*

8. Electronic submissions will be compiled for the board package. The individual committee agendas will be posted to the relevant committee library in SharePoint. Hard copies will be kept on file and (eventually) submitted to University Archives.

**NOTE:** The deadline for submission of agenda items will be at 4:00 pm, 10 calendar days prior to the board meeting. No exceptions. This will allow time to compile and format the document, while also allowing provision of the materials to Board members at least one full week in advance, as per the Board Bylaws.