

## **AGENDA**

### **Agenda Preparation and Dissemination**

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. Board members, school unit staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. The request must be received a minimum of ten days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

The agenda of regular business meetings will be distributed to Board members five days prior to a regular meeting of the Board and, whenever possible, two days in advance of a special meeting. Copies of the agenda will be posted. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

### **Additions and Adjustments to the Agenda**

After the meeting has been called to order, the Superintendent or Board Chair may recommend additions and/or adjustments to the agenda of a regular meeting or, in an emergency, to the agenda of a special meeting.

Any Board member who wishes to add an item to the agenda may offer a motion to that effect. All additions to the agenda must be approved by a majority vote of the members present and voting. In general, items which can reasonably be deferred to the next regularly scheduled meeting will not be added to the agenda at a Board meeting.

In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Board by majority vote.

Cross Reference:     BE – School Board Meetings  
                          BEDB-R - Agenda Format

1<sup>st</sup> Reading: Sept. 12, 2012

2<sup>nd</sup> Reading: Oct. 3, 2012

Adopted: Nov. 7, 2012

Reviewed: Feb. 28, 2018