

AGENDA PREPARATION AND DISSEMINATION

The Superintendent, in consultation with the Board President, arranges the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

Items of business may be suggested by a Board member, staff member or citizen of the District. The agenda may allow suitable time for remarks by the public who wish to speak briefly before the Board.

The Board follows the order of business established by the agenda, except as it may vote to rearrange the order for the convenience of visitors or other individuals appearing before the Board or to expedite Board business. **Prior to adopting the agenda, An** item of business that is not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. **Once the agenda is approved, a two-thirds vote of the Board is required to make additional modifications.** The Board, ~~however,~~ should not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, is distributed to Board members at least 48 hours prior to the Board meeting to permit them to give items of business careful consideration. The agenda is also made available to the press, representatives of the community, staff groups and others upon request.

[Adoption date:]

CROSS REFS.: BDDDB, Agenda Format
BDDH, Public Participation at Board Meetings (Also KD)

NOTE: Many policies on agenda preparation include a general or specific statement on how citizens can get items scheduled on the agenda; however, some districts may need to develop procedural regulations for the scheduling of items by citizens, staff members and students.