

AGENDA PREPARATION AND DISSEMINATION PROCEDURE

- The Superintendent will prepare all agendas for meetings of the Board. In preparing the agenda, the Superintendent will consult with the Board Chair and appropriate members of the administrative staff.
 - Agenda items may be suggested by Board members, staff members, students or citizens of the district.
 - Items will be submitted at least one week prior to the meeting date.
 - The inclusion of items suggested by staff members, students or citizens will be determined by the Superintendent in consultation with the board chair.
 - The agenda will allow time for the remarks of the public who wish to speak briefly before the Board. See BEDH-P, PUBLIC PARTICIPATION AT BOARD MEETINGS – PROCEDURE.
- The agenda, together with supporting materials, will be distributed to board members sufficiently prior to the board meeting, if at all possible, to permit them to give items of business careful consideration.
- The board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the board.
- The agenda will be made available to the press and the public.

Adopted: Unknown

Revised: 2/4/97

Reviewed: October 16, 2012