

### **0164.1 - Agenda Preparation/Advance Delivery of Meeting Material**

The Superintendent and the Board President shall prepare the agenda for all meetings of the Board. In doing so, they shall consult the Board Secretary.

Items of business suggested by any Board member, staff member, or citizen of the district may be included at the discretion of the Superintendent and the Board President. The agenda shall always allow time for the remarks of citizens, staff members, or pupils who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting prior to the initial public comment portion of the meeting. Thereafter, the agenda may be changed only by a two-thirds vote of the Board.

However, existing Board policies and bylaws may not be revised or new ones adopted unless the proposals are on the written agenda.

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

Adopted: 10 November 1997

