

*Development of and Action on Agenda Items at Board and Committee Meetings*

The Superintendent or designee, in consultation with the President of the Board or other presiding officer, shall prepare the agenda for the meetings of the Board or Board Committee in accordance with established Board Operating Procedures.

Every member of the Board shall be furnished with a copy of the Board meeting agenda on Friday prior to the Board meeting. If items of substance are added to, or removed from, the agenda after distribution of the agenda, the Superintendent or designee shall inform all Board members of the change on a timely basis.

Every Board member shall be furnished with such information as will enable the member to be fully informed on any matter which requires action at a meeting of the Board.

The posting of agendas for public meetings of the Board or Board Committees shall be in accordance with applicable law, as outlined in the accompanying Administrative Regulation.

Adopted: November 24, 1969  
Revised: May 24, 1993  
Revised: December 1, 2003  
Revised: February 23, 2009  
Revised: October 25, 2021