

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

Posting of Agendas for Public Board and Board Committee Meetings

In accordance with applicable law, the Superintendent or designee shall post the agendas for each public Board or Board Committee meeting on the District's publicly accessible website no later than 24 hours in advance of the time of the convening of such meeting. The agenda shall include a listing of each matter of business that will or may be subject to deliberation or action at the meeting. Such agendas shall also be posted at the location of the meeting and at the District's Administrative Offices. Copies of such agendas shall also be available at the location of the meeting for individuals in attendance at the meeting.

Action at Public Board and Board Committee Meetings

Unless an exception applies, as outlined immediately below, or unless otherwise permitted by applicable law, the Board and Board Committees may not take official action on a matter that was not included on the agenda posted no later than 24 hours in advance of the time of the convening of the meeting. Exceptions apply, and this requirement does not apply, to the following:

- Official action at a regularly scheduled meeting or an emergency meeting on a matter of agency business relating to a real or potential emergency involving a clear and present danger to life or property;
- Official action on a matter of agency business that is not listed on a meeting agenda if (1) the matter arises or is brought to the attention of the agency within the 24-hour period prior to the meeting; and (2) the matter is de minimis in nature and does not involve the expenditure of funds or entering into a contract or agreement by the agency.
- Business that arises during the meeting, in accordance with the provisions of this paragraph. If, during a meeting, a resident or taxpayer brings a matter of agency business that is not listed on the meeting agenda to the attention of the agency, the agency may take official action to refer the matter to staff, if applicable, for the purpose of researching the matter for inclusion on the agenda of a future meeting, or, if the matter is de minimis in nature and does not involve the expenditure of funds or entering into a contract or agreement, the agency may take official action on the matter.
- Official action added to the agenda after a change to the agenda in accordance with the provisions of this paragraph. Upon a majority vote of the individuals present and voting during a meeting, an agency may add a matter of agency business to the agenda. The reason(s) for the change to the agenda shall be announced at the meeting before any vote is conducted to make the change(s) to the agenda. The amended agenda shall subsequently be posted on the District's publicly accessible website and at the District's Administrative Offices no later than the first business day following the meeting at which the agenda was changed. The substance of any action taken pursuant to this paragraph shall be reflected in the meeting minutes, along with the vote on the addition to the agenda and the announced reasons for such addition.