

AGENDA PREPARATION AND DISSEMINATION

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, he shall consult, as he finds necessary) with the Board chairman and other officers, and appropriate members of the administrative staff.

Items of business may be suggested by any Board member, staff member, or citizen of the district; the inclusion of such items shall be at the discretion of the superintendent. The agenda, however, shall always allow suitable time for the remarks of the public 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. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together-with supporting materials, shall 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 agenda shall also be made available to the press, representatives of community and staff groups, and to others upon request.

Adopted 7/11/77