

## AGENDA PREPARATION AND DISSEMINATION

The agenda for all meetings of the Board will be prepared by the superintendent/chief executive officer (CEO) in consultation with the Board chairman.

Any Board member, staff member or citizen of the district may suggest items of Business. The agenda, may consist of a public forum that will allow remarks from the public who wish to speak to the board.

The Board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present at the time the agenda is approved. The Board, however, may not revise Board policies, or adopt new ones, unless consideration of the same was noted on the proposed agenda, which was posted at least 24 hours prior to the meeting.

The agenda, together with supporting materials, will be distributed to Board members at least 24 hours prior to the Board meeting to permit them to give items of business careful consideration. The agenda will also be made available to the press, representatives of community and staff groups and to others upon request.

Adoption date: February 9, 1998

Amended: October 8, 2007

Amended: February 12, 2018