

## AGENDA PREPARATION AND DISSEMINATION

The agenda for all meetings of the Board shall be prepared by the superintendent in consultation with the Board president.

Items of business may be suggested by a Board member, staff member, or citizen of the district. The agenda, however, will always allow suitable time for the remarks of the public who wish to speak briefly before 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. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, for regular monthly meetings, together with supporting materials, will be distributed to Board members at least 120 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.

CROSS REF.: BDDB, Agenda Format