

## AGENDA PREPARATION AND DISSEMINATION

The Superintendent, in consultation with the President of the Board, arranges the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

Items of business may be suggested by a Board member, staff member or citizen of the District. The agenda may allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board follows the order of business established by the agenda, except as it may vote to rearrange the order for the convenience of visitors or other individuals appearing before the Board or to expedite Board business. An item of business which is not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider the item. The Board, however, should not revise Board policies, or adopt new ones, unless such action has been scheduled.

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

Individuals or groups desiring to bring items to the attention of the Board shall submit such information, in writing, to the Board office at least five calendar days prior to a scheduled regular meeting. All such items of business shall be included in the written agenda which shall be distributed to Board members at least three calendar days prior to the meeting.

The Board reserves the right to preclude a hearing on any matter unless the procedure stated above is adhered to.

[Adoption date: August 14, 2001]