

**PURPOSE:**

To describe the process and timeline for the development of Board meeting agendas.

**SCOPE:**

This procedure shall apply to all meetings of Board members at which District business is discussed or acted upon and is attended by three (3) or more members.

**PROCEDURE:**

1. The Board shall establish an Agenda Committee to consist of the Chairman and the Board Clerk;
2. The Agenda Committee shall prepare all agendas for public meetings;
3. Items of business or discussion may be suggested by a Board member. Suggestions for agenda items by District personnel or members of the public shall be communicated through the Chairman who, in turn, shall apprise the Agenda Committee of same for consideration;
4. All agenda item requests must be submitted to the Chairman no later than the end of the work day one (1) week day prior to any scheduled public meeting;
5. The Agenda Committee shall have the discretion to place items of business or discussion on the agenda for consideration at a public meeting;
6. Unless otherwise directed by the Chairman, the Agenda Committee will not prepare reports or analyses other than what was submitted with the original request;
7. A proposed agenda item may be removed from an agenda if the original requestor withdraws his/her submission;
8. Alternatively, if the Agenda Committee declines the submission of items of business for consideration or discussion of a Board member, the Board member may submit to the Chairman a Board Agenda Item Form stating the title of the agenda item and a brief description of the purpose for bringing the item forward for consideration.
  - Forms must be submitted no later than the end of the work day on the Monday before the scheduled meeting;
  - The item, with all supportive documentation, will be placed under the agenda section entitled "Board Member Requests to Schedule Board Agenda Items";

- The Agenda Committee will not prepare reports or analyses other than an estimate of resources and timelines that may be required to develop the requests into study/action or information agenda items for consideration by the Board;
- Public meeting discussion and/or action will be limited to the purpose of placing the item on the next most appropriate agenda for consideration and action, as necessary; and
- If a majority of the full Board votes to develop the request into a study/action or information item, the Chairman shall take appropriate steps to prepare reports, information and/or analyses. In addition, the Agenda Committee will place the items on the next most appropriate meeting agenda;

9. The agenda and supporting materials shall be distributed to the Board members no more than three (3) business days, but not less than forty-eight (48) hours, prior to the scheduled meeting;

10. Copies of the agenda packet shall be made available to the public and media by the close of the work day forty-eight (48) hours prior to the scheduled meeting. All matters and information exempted for reasons set forth under the Open Public Records Act shall be removed or redacted from the public's packet;

11. The agenda and supporting materials shall be posted on the District internet site no later than forty-eight (48) hours prior to the scheduled meeting with the caveat that exempted material as set forth in Paragraph 10 above shall not be posted;

12. The Clerk shall develop and distribute the Submission Schedules for agenda items for meeting dates approved by the Board;

13. The Clerk shall be responsible for maintaining a calendar of future Board agenda items; and

14. At the end of each public meeting, under the item entitled "Future Agenda Items", a Board member may propose future agenda items with limited discussion. The discussion should pertain to the purpose of placing the item on the next most appropriate agenda for consideration and/or action, as necessary.

Adopted:

Revised: