

**AGENDA PREPARATION AND DISSEMINATION**

An agenda for committee meetings and meetings of the Board of Education shall be developed by the Superintendent of Schools, with the assistance of the Board President and committee chairperson(s). A copy of the agenda shall be delivered to each Board member approximately two days in advance of the scheduled meeting.

Requests for items to be placed on meeting agendas by Board members, citizens or staff, should be directed to committee chairpersons. In the case of Board meetings, requests for items to be placed on the agenda should be directed to the Board President.

The Board shall follow the order of business set up by the agenda, unless altered by a majority vote of the members present at the meeting.

CROSS REF.: 171.2-Exhibit, Agenda Format (Order of Business)  
171.1, Public Notification of Board Meetings

APPROVED: November 14, 1995  
September 23, 2002