

The chairperson and the superintendent will prepare a proposed agenda for each board meeting. A request to have an item of business placed on the agenda must be received at least six working days before the meetings. (See also board policy 2310 Public Participation at Board Meetings, regarding agenda requests by individuals or groups.) However, a board member may request to have an item placed on the agenda with notification of no less than 48 hours prior to the meeting date. A reasonable attempt to notify board members of the additional agenda item will be made within the 48 hour time period.

The agenda for meetings shall include a consent agenda that lists items to be passed with a single motion and vote without discussion. Items may be placed on the consent agenda by the superintendent with the approval of the chairperson or by unanimous vote of a board committee at a committee meeting. Any item on the consent agenda may be removed by request of any board member or the superintendent at the meeting, prior to adoption of the agenda. Those items shall be placed on the action/discussion agenda for consideration by the board, or referred to a committee.

The first substantive order of business at the board meeting shall be the adoption of the agenda. The agenda, as adopted, will constitute the order of business for the meeting. At the meeting, the board may, by a majority vote, add an item that is not on the agenda. Any new policy or budgetary items presented as an addendum to the published agenda is not subject to action at the same meeting.

Each board member will receive a copy of the agenda four days prior to the meeting, and it will be available for public inspection and/or distribution when it is distributed to the board members.

Legal References: G.S. 115C-36

Cross References: Duties of Officers (policy 2210), Public Participation at Board Meetings (policy 2310), Advance Delivery of Meeting Materials (policy 2335)

Adopted: April 9, 1998 to become effective July 1, 1998

Revised: December 11, 2003, January 12, 2006, February 12, 2009

Reviewed by Policy Committee on July 12, 2012