

**AGENDA PREPARATION AND DISSEMINATION**

The superintendent shall prepare all agendas for the meetings of the Board. In doing so, the superintendent shall consult with the Board chairman and appropriate administrators.

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff member, students, or citizens shall be at the discretion of the superintendent, who shall inform the Board of any unresolved excluded items and the reason for the exclusion. The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board shall 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 them. However, this practice should be avoided when possible. The Board may not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting, if at all possible, to permit them to give items of business careful consideration. The agenda shall also be made available to the press, and others upon request.