

**INTERNAL BOARD POLICIES****Adequate Information to Precede Action**

It is the policy of the board not to take action on an item the first time it is brought to the attention of the board at a public meeting. The board shall first review such items to be brought to the board for action in either an Executive Session or as a Discussion Item on the public agenda prior to final action by the board in order to provide sufficient time for adequate information to precede action.

Routine matters on which action may be taken at the first public meeting at which such matters are placed on the agenda include acknowledgement of gifts and bequests, approval of minutes, approval of leaves of absence, hiring of certified staff, regular financial reports, and other items of routine business as determined by the board.

Action on items other than routine business shall be taken only if discussion has occurred at a prior public meeting or in Executive Session, or by the unanimous approval of those board members present to take action on the item.

Policy

Adopted: 05-10-76

Amended: 11-15-04

Reviewed: 04-11-11