

BYLAWS OF THE BOARD

Agenda

The president of the board and the superintendent shall be responsible for the preparation and review of the agenda for all board meetings. The agenda shall include but not be limited to items concerning routine business, personnel, reports, discussion, action and communications. Items for the agenda may include the following:

- Any item left unfinished by a previous meeting of the board.
- Any item considered proper for board consideration by the president and/or the superintendent.
- Any item requested for inclusion in the agenda by any board member shall be submitted prior to the end of the business day on the Wednesday preceding a board meeting. This shall not prejudice the right of any board member to bring up any matter he/she may choose during a board meeting.

The agenda and materials concerning the agenda for all regular meetings shall be mailed or delivered to each board member, and provided to interested parties including the media, on or before the Friday preceding the meeting. It will also be placed on the district's web site no later than the Friday prior to the meeting.

Included in the material shall be written information explaining agenda items and supporting any recommendation by the superintendent. The agenda shall serve as a guide for the order of procedure for the meeting; however, the order of business may be altered at any meeting at the discretion of the president.

The board shall use a consent agenda to keep routine matters within a reasonable time frame. The consent agenda may include, but not be limited to, the following business items: a) minutes of prior meetings; b) payment of bills; c) hiring of personnel; d) leaves of absence; and e) resolutions that require annual adoption. Any member of the board or the superintendent may request an item be removed from the consent agenda for: a) deferred action eligible for discussion or for non-action discussion only at the current meeting; or, b) for further study and discussion at a subsequent board meeting.

The meeting agenda may be changed by the board at a board meeting with the unanimous approval of those board members present.

Whenever possible, an agenda and information for all special meetings shall be provided at least 72 hours prior to the meeting.

Legal Reference: M.C.L.A. 9431.5 et seq.
See Also: Board Policy 9368: Procedures for Meetings

Policy
Adopted: 05-10-76
Amended: 04-09-12
Reviewed: