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| OYSTER RIVER COOPERATIVE SCHOOL DISTRICT   | Policy Code: BEDB |
| Date of Adoption: October 17, 2007<br>REVISED: 09/17/08, 09/22/2010, 6/6/12<br>SB First Read: August 17, 2011<br>SB Second Read Adoption: September 7, 2011<br>Policy Review: May 11, 2016 w/BEDB-R<br>School Board First Read: May 18, 2016<br>School Board Second Read/Adoption: June 1, 2016<br>Policy Committee Review: April 2, 2021 & April 8, 2021<br>School Board First Read: April 7, 2021<br>School Board Second Read/Adoption: April 21, 2021 | Page 1 of 1       |

**AGENDA PREPARATION AND FORMAT**

**Agenda Preparation and Dissemination**

The Superintendent, in consultation with the Board Chair, and/or Vice-Chair shall prepare an agenda for each meeting of the Board. Board members, school staff, students, organizations and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. The Chair, Vice Chair and Superintendent shall make the final decision regarding placement of items on the agenda. It is the exception, during the meeting, that Board members may request that an item be placed on a future agenda. The reason for such an exception should be an emergency. Otherwise, a request for an agenda addition should follow normal procedure as noted below.

Every Board member has the authority to request an item be added to the agenda. The process for doing so is outlined in BEDB-R1. The Chair and Vice-Chair in consultation with the Superintendent shall determine when it is best to add the requested item, in order to balance the workload of the Board.

The agenda will be distributed to Board members, and designated school-affiliated organizations no later than 72 hours prior to a regular meeting or workshop/informational meeting of the Board and, as soon as possible in the event of an emergency meeting. Copies of the agenda will be posted and/or available at the Superintendent’s Office, at each school and on the district website. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

**Additions and Adjustments to the Agenda during the Meeting**

In general, it is the Board’s intent that meeting agendas be set in advance and that the regular agenda format be followed. However, it is understood that there may be occasions when it is necessary to add items or otherwise adjust the agenda. After the meeting has been called to order, the Superintendent or Board members may recommend adjustments to the agenda of a regular meeting.

Any Board member who wishes to add, remove, or change an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote.

All additions, deletions and changes to the agenda must be approved by a majority vote of the Board members present and voting and if approved will then be added to the meeting. If possible, please give advanced notice of changes to the Superintendent and Board chair.

In order to facilitate its business, the Board Chair may adjust the agenda by changing the order of business by consensus of the Board.

**Cross Reference:**

- BEDB-R – Agenda Format
- BEDB-R1 – Board Agenda Item Request