

AGENDA PREPARATION AND DISSEMINATION

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President assisted by one (1) additional Board member. The duty of the assisting Board member will be rotated equally among the other Board members.

The Superintendent, with the approval of the Board President, on behalf of the Governing Board as a whole, or Board members may place items on the agenda. Any Board member ~~desiring to place~~ proposing an item for consideration on the agenda will notify the Superintendent of the particular item of business at least ten (10) working days before the meeting. Any Board member desiring to place an addendum item on the agenda to address an emergency item of business will notify the Superintendent at least two (2) working days before the meeting.

Normally, the agenda and supporting materials shall be distributed to the Board members not less than five (5) working days prior to the meeting. Items related to new or revised budget documentation shall be distributed ten (10) working days prior to the meeting to allow ample time for Board members' review and insure questions can be answered prior to the Board meeting.

Copies of the agenda shall be posted in accordance with law, and all supporting materials, excluding confidential materials associated with executive sessions, shall be available to the public and the press at least twenty-four (24) hours prior to the meeting, upon request.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 38-431 *et seq.*

CROSS REF.: DBD – Board Officers