Balmorhea Independent School District
Board Procedures

I. Developing the Board Agenda

A. Deadline for submitting items for the agenda. BE (LOCAL)
1. Noon of the seventh calendar day before a regular meeting.
2. Noon the seventh calendar day before a special meeting.

B. Placing items on the agenda. BE(LOCAL)
1. The Superintendent prepares the agenda in consultation with the Board President.
2. Any Trustee may request a subject be included on the agenda. The request will be on the preliminary agenda.
3. The Superintendent will finalize the agenda after consulting with the Board President.
4. The President shall ensure that individual Trustees request are addressed on the agenda or scheduled for deliberation.
5. The Board President shall not have the authority to remove a subject from the agenda without that Trustee's authorization.

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