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**#9540.2  
Agenda**

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To expedite Board business and to provide a framework for its orderly conduct, the Superintendent, in cooperation with the Board Chairperson and Executive Committee, will prepare an agenda outlining the matters to be brought to Board attention at meetings.

**Construction of the Agenda**

The Superintendent, in cooperation and communication with the Board Chairperson and Executive Committee of the Board of Education, shall prepare the agenda and supporting information for each regular meeting. Any Board member wishing to request an item be placed on the agenda of a regular meeting shall contact the Superintendent one week prior to the meeting for which the agenda applies. Supporting information should contain:

- statistics when applicable;
- alternatives considered prior to the recommendation;
- ramifications of the recommendation; and
- background information leading to the recommendation.

The consent grouping of items on the agenda is used for those items (such as bills payable, minutes, action items, periodic reports, hiring of personnel, donations, etc.) which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

The Board will follow the order of business set up by the agenda unless the order is altered or new items are added by vote of the Board during the meeting. Only by two-thirds vote of the entire Board present at a regular meeting can the Board add, or take action on, a matter which did not appear on the printed agenda. Items can be added to the agenda of a special meeting only by unanimous consent of the entire Board.

**Delivery of the Agenda**

The Superintendent is responsible for the delivery of the agenda, with all necessary support information, to all Board members. Board members shall have the agenda and

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support information at least 48 hours prior to each regular meeting and 24 hours prior to each special meeting. In the case of a special meeting, a verbal communication of the proposed agenda and purpose may be appropriate. This requirement of agenda delivery is not applicable to emergency meetings.

**Posting of the Agenda**

The agenda of all regular meetings of the Board of Education shall be available to the public and shall be on file, not less than 24 hours before the meeting to which it refers, in the Central Office of the Board of Education.

Legal Reference: Connecticut General Statutes 1-21 Meetings of Government Agencies to be Public

Cross Reference: Bylaw #9540.1

Additional Reference: *Robert's Rules of Order*

Date of Adoption: 3/20/1972

Revision: 6/19/1990

Revision: 12/21/1993

Revision: 1/3/1995

Revision: 10/29/2013