

I. DEVELOPING THE BOARD MEETING AGENDA

A. Placement of Items on the Agenda

1. Agendas are developed by the administration and the board president and presented to the board.
2. Any member of the board of trustees, with the concurrence of the president of the board or one other member, may request that a subject be included on the agenda for a meeting. That request shall be forwarded to the superintendent or president of the board.
3. The superintendent shall include on the agenda all trustee-requested items that have been submitted in a timely manner.

B. Finalization of the Agenda

1. No item can be placed on the agenda less than seven calendar days in advance of the meeting unless delay in acting or discussing an added agenda item could seriously effect operations of the district.
2. No item can be placed on the agenda less than 72 hours in advance of the meeting unless an emergency or urgent public necessity exists.
3. Any agenda item added to the agenda after the original posting shall be done in accordance with state laws.

C. Timely Notification of Board Meetings

1. Board members shall be notified of a meeting.
 - a. At least 72 hours prior to a regular or special meeting
 - b. At least 2 hours prior to an emergency meeting
2. Board members will be advised, through administrative reports, as the agenda summary and complex agenda items are being developed.

D. Items for a Closed Session

1. All personnel issues must be conducted in a closed session, unless specifically required by the Texas Open Meetings Act.
2. Anything that violates the right to privacy according to the Texas Open Meetings Act or the Texas Open Records Act cannot be placed on the open agenda.

E. Consolidated Action Items - Consent Agenda Items

1. The superintendent and the board president may consolidate items on the agenda summary for possible group action, or any board member may suggest group action on items to expedite the board meeting.
2. A request by any trustee shall remove any item from the suggested consolidated action list.