

1 **Browning Public Schools**

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3 **Policy #1420**

4 Policy Name: *Agenda Preparation and Dissemination*

5 Regulation: -----  
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7 The administrative staff and **Board of Education members** will submit requests to the  
8 superintendent's secretary for items to be placed on the agenda for Board action. The item/s are to be  
9 submitted to the Superintendent at least six (6) days prior to a regular meeting or forty-eight hours  
10 prior to a special meeting. All items considered for placement on the agenda will state clearly the  
11 subject to be considered, together with an explanation and supporting data which would be  
12 informative to the Board and the general public. The Superintendent and the Board Chairperson will  
13 determine which items will be placed on the agenda for Board consideration or review. ~~Board of~~  
14 ~~Education members may request that items be placed on the agenda in accordance with this policy.~~  
15 The Superintendent and designated administrative staff will meet to preview the agenda of a regular  
16 meeting prior to publication. Whenever possible, the preview of the agenda will be coordinated with  
17 the Chairperson of the Board or his/her designee.  
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19 Items of business may also be suggested by any staff member, student or citizen of the district. The  
20 inclusion of items suggested by staff members, students or citizens will be at the discretion of the  
21 Superintendent and Chairperson. The Tuesday preceding the regular scheduled meeting is  
22 established as the deadline for items to be included in the agenda for that meeting. The agenda will  
23 allow suitable time for the remarks of the public who wish to speak briefly before the Board in  
24 accordance with Policy #1441 Audience Participation.  
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26 ~~The Board will follow the order of business set by the agenda unless the order is altered by a~~  
27 ~~majority vote of the members present.~~ The Board, however, may not revise policies or adopt new  
28 ones, unless such action is consistent with the constraints imposed by Policy #1310 Board Policy  
29 Development.  
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31 The agenda, together with all appropriate supporting materials will be distributed to Board members  
32 not less than forty-eight (48) hours in advance of the board meeting to permit careful consideration  
33 of the items of business. The agenda and appropriate agenda materials also will be made available to  
34 the press, representatives of community, staff and student organizations and any other interested  
35 parties upon request. The agenda for each meeting will be displayed in a prominent place in each  
36 school building, the District's administrative offices and the Browning Post Office.  
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41 **Cross Reference:** #1310 Board Policy Development  
42 #1441 Audience Participation  
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44 **Legal Reference:** 2-3-104 MCA Requirements for Compliance with Notice Provisions  
45  
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47 **Policy History:**

48 Adopted on: 6/30/97

49 Revised on: 1/12/99, 1/25/06, 3/9/21