

B-1750 BEDBA
AGENDA PREPARATION AND DISSEMINATION

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent or Board members may place items on the agenda. Any Board member desiring to place an item on the agenda will notify the Superintendent of the particular item of business at least five (5) central office working days before the meeting agenda is finalized (at least eight (8) days prior to the meeting). Inclusion on the next agenda will depend upon the amount of time necessary to provide information to the Board for deliberation and decision making. The Board President will make this decision in consultation with the **Board President.**
Superintendent

The agenda shall be distributed to the Board members not less than seventy-two (72) hours prior to the meeting. Supporting materials shall also be distributed to the Board members not less than seventy-two (72) hours prior to the meeting whenever feasible.

Meeting notices shall include the date, time and place of the meeting and an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such an agenda. Except in the case of an emergency, the agenda shall be available to the public at least seventy-two (72) hours prior to the meeting.

Special Meetings

The procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

Emergency Meetings

Agenda preparation for an emergency meeting shall be as appropriate for the circumstances.

Adopted: July 11, 2024

LEGAL REF.: [10-15-1 NMSA \(1978\)](#)