

*The agenda of the board will be prepared by the superintendent in consultation with the members of the board. The agenda and supportive information will be provided to each board member prior to each scheduled board meeting.*

*The order of business will be determined by the superintendent with input from the board. The board may alter the order of business at any time.*

*Patrons wishing to present matters to the board must contact the superintendent's office at least five (5) days prior to the scheduled board meeting to allow sufficient time for the matter to be placed on the agenda. The board may decline to hear any matter at its discretion.*

*Unscheduled matters may be heard at the conclusion of the regular agenda items provided the agenda is properly amended in accordance with the Idaho Open Meetings Act. Final action will not be taken on unscheduled items or matters (i.e. those added after the start of the meeting) unless an emergency is declared necessitating action at that meeting. The good faith reason for discussing and/or taking final action on unscheduled items will be reflected in the meeting minutes.*

*The proceedings of the board may follow Roberts Rules of Order when appropriate.*



**LEGAL REFERENCE:**

**Idaho Code §33-506**

Idaho Code §74-204(4)(c)

**ADOPTED: August 28, 2002**

**AMENDED: December 18, 2019**

*\*Language in text set forth in italics is optional.*