

SCHOOL BOARD AGENDA PREPARATION AND DISSEMINATION

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson.

Items to be placed on the agenda should be in the hands of the Superintendent on or before the fifth day preceding the meeting. Items not included on the agenda may be brought before the meeting provided it is agreed to by a majority of the Board members present.

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The inclusion of items as suggested shall be at the sole discretion of the Superintendent and the Board Chairperson. The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board members agree to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled in accordance with established policies concerning the adoption or revision of policies.

The agenda, together with supporting materials, shall be distributed to Board members at least 48 hours prior to the Board meeting, if at all possible, to permit them to give items of business careful consideration. The agenda shall also be made available to the staff, the press, and others upon request.

The agenda will be posted in the building where the meeting is held, and at two appropriate public places, in accordance with RSA 91-A:2.

**ADOPTION: 9/11/90
AMHERST**