

The Chairperson and the Superintendent will prepare a proposed agenda for each Board meeting. A request to have an item of business placed on the agenda must be received by the Chair and/or Superintendent in writing at least six (6) working days before the meetings. (See also policy 2310, Public Participation at Board Meetings, regarding agenda requests by individuals or groups.) A Board member may make a timely request to have an item placed on the agenda. In the event that the proposed agenda does not include an item requested hereunder, a Board member may make a motion to amend the agenda to add the item. Items not submitted in accordance with this Policy may not be the subject of a motion to amend the agenda. In addition, written materials that any Board member intends to distribute or display during a Board meeting must be submitted to the Chair and/or Superintendent at least six (6) working days before the Board meeting. Written materials do not include written statements by Board members.

Each Board member will receive a copy of the agenda no later than four (4) calendar days prior to the meeting, and the agenda will be available for public inspection and/or distribution no later than two (2) calendar days prior to the meeting. At the meeting, the Board may, by a majority vote, add an item that is not on the agenda. Any new policy or budgetary items presented as an addendum to the published agenda are not subject to action at the same meeting.

If a Board member believes that a critical issue is time sensitive and requires immediate attention, he/she should notify the Chair and/or Superintendent immediately so that appropriate action can be taken by the Superintendent and/or Board.

Legal References: G.S. 115C-36

Cross References: Duties of Officers (policy 2210), Public Participation at Board Meetings (policy 2310), Board Directives (policy 2331) Advance Delivery of Meeting Materials (policy 2335)

Adopted: February 7, 2013