

POLICY	1991	1511
	By-Laws	

SUBJECT: PREPARATION OF AGENDA

It is the responsibility of the Superintendent to prepare the agenda for each Board meeting and distribute it to Board members no later than two (2) days before such regular meeting. Whenever the President or other members of the Board wish to bring a matter to the attention of the Board, such request should be made to the Superintendent and/or Board President (who will notify the Superintendent) so that the same can be placed on the agenda. Whenever individuals or groups wish to bring a matter to the attention of the Board, such request shall be addressed to the Superintendent. The Superintendent shall present such matter to the Board.