

AGENDA FORMAT

In order to provide reasonable notice of the business to be conducted and to achieve consistency in the order of its meetings, the Board has adopted the following agenda format for its regular and special meetings. Additions and/or adjustments to the agenda for a particular meeting may be made during that meeting in accordance with Board policy. The agenda format may be altered only by vote of the Board and in a manner consistent with its policy adoption process.

[SCHOOL BOARD NAME]

[TYPE OF MEETING]

[DATE]

[TIME]

[PLACE]

1. Call to Order
 - a. Pledge of Allegiance
 - b. Attendance
2. Approval of the Minutes
3. Time Period to Hear from Citizens
4. Adjustments to the Agenda
5. Reports
6. Announcement of Appointments, Resignations and Retirements
7. First Reading of Policy
8. Second Reading/Adoption of Policy
9. Other – New Business – Old Business

10. Upcoming Meetings and Events
11. Future Agenda Items
12. Executive Session(s) (as needed)
13. Adjournment

The order of business may be altered or items added or deleted from the agenda by a majority vote of the Board members present and voting.

Cross Reference: BEDB—Agenda
 BEDH—Public Participation at Board Meetings

First Reading: April 8, 2013
Second Reading/Adoption: June 10, 2013