

## **AMSA Board of Trustees**

### **Agendas for Board Meetings**

#### **Policy A-101**

#### **Background**

A written agenda for all business for Board meetings is always prepared. Agendas are made available to the public in advance of all meetings in accordance with Massachusetts Open Meeting Law.

#### **Process of Agenda Development**

- At the end of the previous meeting, the Chair solicits requests for topics known at the time to be addressed in the future and the Chair, in consultation with the Executive Director, agree on advance topics that will be added to the agenda for future meetings.
- All Sub-Committee Chairs send requests for agenda topics to the Chair advance of the scheduled Board meeting allowing for reasonable time prior to the posting notice deadline of 48 hours, in accordance with Massachusetts Open Meeting Law.
- The Chair develops a draft agenda and submits it to all Board members in advance of the scheduled Board meeting allowing for reasonable time prior to the posting notice deadline of 48 hours, in accordance with Massachusetts Open Meeting Law.
- All Board members, including non-voting members, may request additions to the agenda in advance of the posting deadline. The Chair and the Executive Director will work together to formulate the final agenda.
- The agenda includes the items listed below plus any other business that may legally come before the Board, such as policy development and grant acceptance:
  - Public Comment
  - Action on Minutes
  - Review of Outstanding Action Items
  - Executive Director's Report
  - Subcommittee Reports
  - Old Business
  - New Business

The Chair may alter the order of the agenda, especially if guest speakers or participants are scheduled.

#### **Process for Agenda and Supplementary Documents Distribution**

- The Chair and Executive Director will distribute the agenda to all Board members within a reasonable time to allow for review and the Director of Accountability will post for the public in all municipalities of the regional school district as well as on the AMSA website in accordance with Massachusetts Open Meeting Law.
- If the Board plans to hold an executive session before, during, or after an open session, the agenda will state the purpose.
- The Secretary and the Director of Accountability will compile all supplementary documents.

Board Subcommittee representatives and individual Trustees tasked with agenda items will send all supplementary documents to the Secretary and/or the Director of Accountability within a reasonable time prior to the meeting.

- The Secretary and/or Director of Accountability will deliver supplementary documents to all Board members prior to a meeting, providing a reasonable time for review. All Board members are responsible for reviewing all supplementary documents in advance and arrive at the meeting prepared for discussion.
- Any additional supplementary documents that are distributed at the Board meeting must be submitted to the Secretary and the Director or Accountability the day after the meeting.
- Within five business days of the meeting, the Director of Accountability will post supplementary documents on the AMSA website.

Policy Number	A-101
Adopted	June 13, 2013
Amended	October 24, 2013
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