

**AGENDA PREPARATION AND DISSEMINATION**

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The preparation of the agenda shall be the responsibility of the School Board Chair with the assistance of the Superintendent. Any member of the School Board may submit items for inclusion on the proposed agenda. The proposed agenda for regular meetings shall be publicly posted on the ACPS website at least 3 working days prior to the scheduled meeting.

The proposed agenda, and all agenda packets and materials shall be publicly posted on the ACPS website at the same time such documents are furnished to the School Board Members unless the materials are exempt under the Virginia Freedom of Information Act.

In accordance with *Robert’s Rules of Order, Revised*, the meeting agenda can be amended by majority vote of those present at a meeting.

- Adopted: October 24, 1996
- Amended: March 21, 2002
- Amended: October 18, 2007
- Amended: December 4, 2014
- Amended: October 12, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78.

Cross Refs.:	BCE	School Board Committees
	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDDA	Notification of School Board Meetings
	BDDE Appendix	Bylaws of the Alexandria City School Board