

## AGENDA

Code **BEDB** Issued **10/15**

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Purpose: To establish the basic structure for board preparation of and adherence to its meeting agenda.

The superintendent, in cooperation with the board chairman, will prepare the agenda for the regular meetings. The agenda will include references to the board's policies, where appropriate.

Items of business may be suggested to the district superintendent and the board chairman by board members. The superintendent and board chairman may decide whether or not to include those items. The agenda will, however, allow time for the remarks of persons who have properly requested and been approved to appear before the board. In addition, board members may move to have items placed on the next meeting agenda if approved by the majority.

The board will follow the order of business set by the agenda, unless the order is altered by a majority vote of the members present. In general, items of business not on the agenda should not be added unless it is absolutely necessary. The board may amend the agenda during any meeting by a two-thirds vote of the members present if the matter is a discussion item. If the matter is one in which final action will be taken without prior notice to the public, the agenda may only be amended by a two-thirds vote and a finding via a vote that an emergency or exigent circumstance exists.

The superintendent will distribute the agenda and supporting materials to the board, along with the notice of the meeting and agenda. The materials will include minutes of the past regular meeting, any past special meetings, and reports and proposals to be considered by the board. Materials distributed to the board which reflect staff recommendations in their final form are open to the public unless exempt from disclosure by law or are of a personal nature such that public disclosure thereof would constitute unreasonable invasion of personal privacy.

Adopted 6/2/80; Revised 6/2/97, 12/3/12, 10/6/14, 10/5/15

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### Legal references:

- A. S.C. Code, 1976, as amended:
  1. Section 30-4-80 – Posting of agendas.
- B. **SC** Court decision:
  1. Lambries v. Saluda County Council, No. 27400, 2014 WL 2765640 (S.C. June 18, 2014).