

## Eden Prairie School Board Add to or Amend an Agenda, Add a Work Plan Item Process

Prior to an upcoming Board Business Meeting or Workshop, the Board Chair, Vice Chair and Superintendent draft an agenda during an agenda prep meeting, noting changes from the Board approved Board Work Plan. At the Board meeting, the agenda must be approved by the Board; it may also be amended prior to or after the agenda is approved. A Board Director may notify their fellow Directors ahead of time that they intend to propose an agenda amendment.

### **Add Committee updates and requests for Board action**

Board Committees are responsible to report progress on tasks they are asked to do by the Board to help the Board do its work.

1. Add Committee meeting minutes to Board meeting agenda
  - a. At least one day prior to the agenda prep meeting for an upcoming Board Business Meeting or Workshop, the committee Chair sends meeting minutes to the Board Chair and Executive Assistant. These minutes are added to the agenda.
  - b. If the agenda prep meeting has already taken place, the committee Chair follows the procedure for “Amend an Agenda.”
2. Request for Board Action, recommendation or feedback (5-minute discussion)
  - a. If the issue is resolved, no further action is needed
  - b. If the issue is not resolved, it may be added to the Board Work Plan slate or sent back to the committee for refinement

### **Amend an Agenda**

A motion is made by a Board Director to amend the agenda. The Director states the item to be amended, justification for amending, and where on the agenda it would be added/moved to/removed from.

1. If there is **no second** to the motion to amend the agenda, the motion dies.
2. If there is a **second** to the motion, the Board may discuss and then votes
  - a. The Board may vote to **oppose** the amendment, and the item may be added to the Board Work Plan instead.
  - b. The Board may vote to **accept** the proposed amendment by majority vote if *draft* agenda, by 2/3 vote if *approved* agenda. The item is then slated into an appropriate section of the agenda.

### **Add an Item to the Board Work Plan**

Any Board Director may request that one or more items be amended/added to/moved to/removed from the Board Work Plan. If a majority of the Board agrees, the action is taken.

Following all amendments, the Clerk or Chair restates the slate for clarity, and the Board votes to approve or reject the amended Board Work Plan.