

Title: Agenda Preparation

The preparation of the agenda is the responsibility of the Superintendent with final approval of all items on the agenda by the President of the Board of Directors.

The Superintendent shall submit an agenda to the Board for its consideration at least three days before a regular meeting, which shall set forth the order of business for that meeting. The agenda may be amended within 24 hours of the meeting to include additional items only if “good cause” exists requiring action on such matters. Proposed agenda changes may be made at the meeting if an emergency situation arises and can not wait at least 24 hours for resolution at an emergency meeting.

A consent grouping on the agenda will be used for those items which usually do not require discussion or explanation. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

The agenda shall contain supporting data for the suggested item of business together, if necessary, with recommendations of the Superintendent.

Cross References:

216, 209

Legal References:

Iowa Code Chapter 21, Section 279.8

Approved: Apr. 30, 1985

Reviewed: Feb. 28, 2017  
June 28, 2022

Revised: April 24, 2007  
April 24, 2012