

PROPOSED AGENDA AND CONSENT AGENDA

The board secretary shall be responsible for preparing the proposed agenda for each meeting, in consultation with the board president. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting.

At a special meeting, final action may be taken only on that business contained in the notice of the special meeting.

Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda following the approval of the regular meeting agenda. The consent agenda is not debatable.

Any item which appears on the consent agenda may be removed from the consent agenda on request by a member of the board and placed on the regular agenda. The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Legal References:	RCW 42.30.080	Special Meetings
Cross Reference:	Board Policy 1400	Meeting Conduct, Order of Business and Quorum
	Board Policy 6020	System of Funds and Accounts
	Board Policy 6215	Voucher Certification and Approval

Management Resources:
Policy News, June 2012 Special Meetings Requirements

Adopted: **September 28, 2009**
Amended: October 8, 2012
Amended: September 8, 2014