

## Bylaws

**SUBJECT: AGENDA FORMAT**

For regular Board meetings, the following format is recommended:

- a) Call to order, Pledge of Allegiance to the flag, roll call;
- b) Approval of Agenda Minutes of previous meeting, Communications, Agenda comments;
- c) Public participation (Open Session);
- d) Unfinished business;
- e) Superintendent's reports;
- f) New business;
- g) Informational items;
- h) Public participation (Open Session);
- i) Personnel;
- j) Adjournment.

For special and emergency meetings, the regular meeting agenda format shown above may be shortened and/or adapted to fit the purpose of the meeting.

Education Law Section 1606  
Public Officers Law Section 104(2)

Adopted: 5/9/06