



Adopted: MSBA/MASA Model Policy 203.5

Revised: 2022 (Originated 1997)

203.5 Brightworks Board Meeting Agenda

I. PURPOSE

It is the policy of BrightWorks, the service cooperative, to provide procedures for the preparation of the BrightWorks board meeting agenda to ensure that the board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the BrightWorks board is that the board meetings shall be conducted in a manner to allow the board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all board members may provide input, it shall be the responsibility of the board chair and executive director to develop, prepare, and arrange the order of items for the tentative board meeting agenda for each board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the BrightWorks board chair or executive director in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and executive director shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the BrightWorks board members three (3) days prior to the scheduled board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members and shall be available in the meeting room for inspection by the public, while the board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.



Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board
Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas) MSBA/MASA Model
Policy 204 (School Board Meeting Minutes) MSBA/MASA Model Policy
207 (Public Hearings)