No. 9210
SECTION: BYLAWS OF THE BOARD
TITLE: MEETING AGENDA: PREPARATION

ADOPTED: 1/21/74
READOPTED: 6/19/12;1/29/14;11/15/16; 4/16/19;5/23/23
REVISED: 5/18/76;1/24/78;5/25/98; 5/25/04;6/23/08;12/20/12

OXFORD AREA SCHOOL DISTRICT

A. The Superintendent of Schools shall be responsible for the preparation of agendas for regular business meetings, special meetings of the Board, committee meetings and work sessions. Items to be placed on the agendas for regular business meetings, special meetings and work sessions shall be reviewed with the Board President prior to the preparation of those agendas. Agendas for committee meetings shall be reviewed with the committee chairperson prior to their distribution.

B. All agendas should be prepared for distribution by 10 a.m. of the meeting day.

C. School directors who wish to have items placed on the printed agendas must contact the Superintendent's office three working days in advance of the deadline for agenda preparation.

D. The Superintendent and/or Board President will make every attempt to notify Board members prior to the beginning of the regular business meeting if an addendum containing non-routine old or new business items has been prepared.

E. Exceptions to this timeline are at the discretion of the Board President.