Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**Agendas**	**1.403**	**07/13/26**
		Rescinds:	Issued: **07/08/13**

The Executive Committee of the Board shall be responsible for developing an agenda for each board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

For a regular board meeting, a draft agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least two (2) days prior to the scheduled date of the meeting. The draft agenda shall be available for public inspection and/or distribution when it is distributed to the board members. The final agenda shall be published on the school district website no later than forty-eight (48) hours prior to the regular board meeting.

At the beginning of each meeting, the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda. For items to be considered on the agenda, they must be received in the director of schools' office two (2) days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the Director of Schools' office so that the material will be included in the delivery to the board members prior to the meeting.

CONSENT AGENDA

While developing the agenda, the chairman and director of schools shall identify routine or noncontroversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote without discussion.

TIMED AGENDA

The executive committee shall assign a sufficient amount of time for each item on the agenda.

Legal References

1. Public Acts of 2026, Chapter No. 699

Cross References

Duties of Officers 1.201
Executive Committee 1.301
Appearances Before the Board 1.404