

Bartlett City Board of Education		1008
Descriptor Term: AGENDAS	Descriptor Code: Board Operations	Issue Date: 12/02/2013
	Rescinds:	Revised: 01/9/2014;05/28/2015; 06/22/2017;10/24/2019 07/23/2026

1 Board Regular Business Meetings and Work Sessions

2 The Executive Committee shall prepare all Board agendas. Any Board Member may place items on
3 the agenda for discussion by submitting such items and supporting documentation, if any, to the
4 Board Secretary at least seventeen (17) calendar days before the regular business meeting.

5 Regular Business Meeting Planning/Submission Schedule

- 6 1. Development of Regular Business Meeting Agenda (at least fourteen (14) calendar days
7 before the Regular Business Meeting)
 - 8 a. The order of business for Regular Business Meetings shall be set out in the agenda
9 accompanying the Board meeting notice. The Executive Committee of the Board shall be
10 responsible for developing the agenda for each Board meeting at least fourteen (14)
11 calendar days before the Regular Business Meeting.
 - 12 b. Board Member agenda items that advanced through BWS may not be removed from the
13 agenda without that Board Member's permission.
 - 14 c. If any item of business placed on the agenda by a Board Member or Superintendent was
15 not on the BWS agenda, it may be added during the Regular Business Meeting by a two-
16 thirds (2/3) vote of the Members present and voting, or by action of the Executive
17 Committee prior to issuance of the Regular Business Meeting agenda.
 - 18 d. Any Board Member or the Superintendent may add non-business items (items not
19 requiring Board action) to the agenda at the Regular Board Meeting prior to approval of
20 the agenda.
- 21 2. Submission Deadline for Regular Business Meeting Agenda Items at least seventeen (17)
22 calendar days before the Regular Business Meeting
 - 23 a. Agenda items submitted for the Regular Business Meeting agenda are due in final format
24 to the Board Chairman and/or Superintendent (or designee) at least seventeen (17)
25 calendar days before the Regular Business Meeting.
 - 26 b. Agenda items approved for the Regular Business Meeting during BWS are due in final
27 format to the Board Chairman and/or Superintendent (or designee) at least five (5)
28 calendar days before the Regular Business Meeting, except where otherwise provided.
- 29 3. Distribution of Regular Business Meeting and Board Work Session Agendas
 - 30 a. The Executive Committee (or designee) shall approve the BWS and Regular Business
31 Meeting agendas prior to distribution.
 - 32 b. The Regular Business Meeting agendas shall be distributed to Board Members at least
33 fourteen (14) calendar days in advance of the Regular Business Meeting, if possible.
 - 34 c. The Board Work Session agendas shall be distributed to the Board Members at least

- three (3) calendar days in advance of the called Work Session.
4. Posting of Regular Business Meeting and Board Work Session Agendas (at least forty-eight (48) hours before the meeting)
- a. The Executive Committee (or designee) shall approve the Board Work Session and Regular Business Meeting agendas prior to posting. All Board Work Session and Regular Business Meeting agendas shall be made available to the news media, members of the community, staff, and student organizations at no cost at least forty-eight (48) hours in advance of the scheduled Board Work Session/Regular Business Meeting, if possible.
- b. The final agenda, together with supporting materials, shall be placed on the BCS website no later than forty-eight (48) hours prior to a Regular Business Meeting.

Order of Business

The order of business for Regular Business Meetings shall be as follows unless the order of business is altered by a two-thirds (2/3) vote of the members present and voting:

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Special Recognition/Presentations - (not to exceed fifteen (15) minutes per school district)
5. Public Comment (as set forth in Policy 1009: Public Participation at Board Meetings)
6. Approval of Agenda
7. Approval of Minutes of Previous Meeting
8. Reports
9. Chairman's Report (not to exceed fifteen (15) minutes, exclusive of questions and answers)
10. Committee Reports (not to exceed ten (10) minutes per Committee, exclusive of questions and answers)
11. Superintendent's Report (not to exceed fifteen (15) minutes, exclusive of questions and answers. The time may be extended at the Chairman's discretion or by a two-thirds (2/3) vote of the members present and voting.)
12. General Counsels' Report
13. Unfinished Business (agenda items carried forward from prior Business Meeting)
14. New Board Business (items considered at the previous Work Session)
 - a. Consent Agenda
 - b. Policies
 - c. Requests for Action
15. Items added to agenda during "Approval of Agenda"
16. Superintendent's recognition of Grants, Gifts and Donations (not to exceed fifteen (15) minutes)
17. Adjournment

Items of business considered during Board Work Sessions are moved forward, with or without recommendations, and appropriately placed on the Board Meeting Agenda.

The Consent Agenda contains routine or non-controversial items reviewed and moved forward during the Board Work Sessions related to the specific business operations of the District requiring Board approval. If any member objects to an item on the Consent Agenda, that item shall be moved to the regular agenda as an action item requiring discussion.

1 The order of business for Board Work Sessions shall be as follows unless the order of business is
2 altered by a two-thirds (2/3) majority vote of the members present and voting:

- 3 • Invocation
- 4 • Pledge of Allegiance
- 5 • Roll Call
- 6 • Approval of Agenda
- 7 • Chairman's Report
- 8 • Superintendent's Report
- 9 • Staff Action Items
- 10 • Board Items
- 11 • Adjournment

12 **Special Called Meetings**

13 The order of business for Special Called Meetings shall be set out in the agenda accompanying the
14 Board meeting notice, which shall contain the following:

- 15 1. Invocation
- 16 2. Pledge of Allegiance
- 17 3. Roll Call
- 18 4. Announcement of Poll Results and Meeting Purpose
- 19 5. Public Comment (as set forth in Policy 1009: Public Participation at Board Meetings)
- 20 6. Action Items - only the item(s) for which the meeting was called (as set forth in this policy)
- 21 7. Adjournment

22 The agenda for all Special Called Meetings of the Board shall be distributed at the time the meeting
23 is noticed to Board members and shall be made available to the news media, members of the
24 community, staff and student organizations, at no cost and on the BCS website at least twenty-four
25 (24) hours in advance or as soon as is practicable.