

**AGENDA PREPARATION AND DISSEMINATION**

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board.

Every Board member has the right to place items on the agenda under New Business. New business items submitted to the Superintendent seven days prior to the meeting will be listed on the agenda. Items not included on the agenda may be brought up under New Business by any Board member.

New Business items will be referred to a committee by the President, with the Board's concurrence, for analysis and recommendation.

The Board shall follow the order of business set up by the agenda unless the order is altered by a two-thirds majority vote of the members present.

The Board may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda, together with supporting materials, shall be distributed to Board members at least three days prior to the Board meeting, to permit them to give items of business careful consideration. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities. The agenda shall also be made available to the press and others upon request.