

<b>BOARD POLICIES</b>	<b>AGENDA PREPARATION AND DISSEMINATION (BP-2012) METRO TECHNOLOGY CENTERS</b>	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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**1.0 POLICY:**

The superintendent shall prepare all agendas for meetings of the Board. In doing so, the superintendent may consult with the board president.

Items of business may be suggested by any board member, staff member, student, or citizen of the District. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the superintendent. Agendas, however, shall always allow suitable time for remarks of the public who wish to speak briefly before the Board.

The Board shall follow the order of business of the agenda unless the order is altered by a majority vote of the members present.

The agenda, together with supporting materials, shall be distributed to Board members prior to the Board meeting, if at all possible, to permit them to give items of business careful consideration. Agendas and appropriate agenda materials shall also be made available to the media; to representatives of community, staff, and student organizations; and to others upon request.

Agendas shall be posted as required by law.

**2.0 CROSS REFERENCE:** N/A

**3.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
10-8-84	A	Adopted
09-22-03	B	Reformatted
12-15-03	C	Legal references reviewed and revised as necessary
11-22-04	D	Revised
09-22-10	E	Revised format
07-May-13	F	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

**\*\*\* End of Policy \*\*\***