

## **Agenda Format - Preparation and Dissemination**

**BDDB**

The order of business during any meeting of the Board shall be determined by an agenda prepared by the superintendent.

The Board will utilize a closed agenda with the agenda being closed one week prior to the Board meeting. Changes or additions to the agenda after the closing date must have the approval of the chairman of the Board or the superintendent.

Members of the staff or public who wish to have a particular item(s) placed on the agenda, or who desire to make a presentation to the Board, may make these requests to the superintendent or the Board chairman.

The agenda, together with supporting materials, shall be sent to Board members by the superintendent on the Monday, seven days prior to the meeting, if at all possible, to permit them to give items of business advance study.

The agenda shall be distributed to interested organizations and agencies that request copies.

The Board shall follow the order of business set up by the agenda.

Guests appearing before the Board to speak may be given preference to other agenda items.

Revised: March 19, 2009