

Board Meeting Agenda and Pre-Meeting Preparation

Agenda

The Business Manager and Board President shall jointly prepare agendas. Persons wishing items to be included in the agenda shall submit those items to the Business Manager no later than five working days prior to the regular board meeting. Inclusion shall be at the discretion of the Business Manager and Board President. Disputes shall be resolved in favor of the President.

The Business Manager shall be responsible for the physical preparation, reproduction, and distribution of the agenda.

Regular Meeting Agenda

The Board shall follow the order of business set up by the agenda unless altered by consent of the majority of members present at the regular meeting. Items may be added to the agenda at regular meetings with consent of a majority of the Board.

The order of business shall generally be as follows:

- I. Call to Order
- II. Roll Call
- III. Additions to Agenda/Removal of Items from the Consent
- IV. Reports
- V. Consent Agenda
- VI. Public Appearances (maximum 30 minutes)
- VII. Unfinished Business
- VIII. New Business
- IX. Discussion Item
- X. General Information
- XI. Adjournment Subject to Call

Pre-Meeting Preparation

The agenda, minutes of the previous meeting, and relevant supplementary information will be delivered to each board member at least two days in advance of each board meeting whenever possible and will be available to any interested citizen at the business manager's office at the time the agenda and material is distributed to the Board. Upon request, local news media representatives and citizens also may obtain copies of board meeting materials from the business manager's office.

Board members are expected to read the information provided them and to contact the Business Manager or Board President to request additional background necessary to assist them in their decision making responsibilities. Board members will, to the extent possible, be provided with data and necessary information to inform their decision making.