

- () Required
- (X) Local
- (X) Notice

AGENDA PREPARATION AND DISSEMINATION

The District Superintendent and/or his/her designee and the Board President and/or his/her designee shall prepare the agenda for each board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow board members sufficient preparation time.

Items of business may be suggested by any Board member, BOCES employee, parent, student, or other member of the public, and must relate directly to BOCES business. The inclusion of items suggested by BOCES employees, parents, students, or other members of the public shall be at the discretion of the District Superintendent, subject to the approval of the Board President.

Persons suggesting items of business must submit the item to the District Superintendent at least seven (7) days prior to a regular meeting and one (1) day prior to a special meeting. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the District Superintendent in consultation with the Board President.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will be distributed to board members four (4) days in advance of the board meeting, if possible, to permit careful consideration of items of business. At the same time, e-mail notification will be sent to Component Superintendents, Board Members of Component Schools and union officers representing BOCES employees, that the agenda and supporting material are posted on the BOCES website.

The Board Clerk shall be responsible for ensuring that the agenda is available to the public and the media.

Cross-ref: 2350, Board Meeting Procedures

Adoption date: June 15, 2009