

**Regulation 210.08-R(1): Agenda Board Meetings - Regulations**

**Status:** ADOPTED

**Original Adopted Date:** 04/01/2021 | **Last Revised Date:** 09/16/2022 | **Last Reviewed Date:** 09/16/2022

The tentative agenda for each regular and special meeting shall be posted at the administrative office and on the district website, at least 24 hours prior to the time of said meeting. The tentative agenda shall also be widely distributed to staff, to citizens requesting it, and to the news media.

The tentative agenda can be amended within the 24-hour notice period only if good cause exists requiring action on additional matters. If such matters are added, a statement to that effect should be entered in the minutes, and as much advance notice as possible should be given to the public and the media.

An agenda with appropriate enclosures will be prepared and delivered in hard copy or electronic format to each Board member by the Superintendent. These should reach the members of the board sufficiently in advance of the meeting to allow adequate time for study and review.

The board will take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying the immediate action.

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting.

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