

Policy Code: 2330 Board Meeting Agenda

The chairperson and the superintendent will prepare a proposed agenda for each board meeting. A request to have an item of business placed on the agenda must be received at least ten working days before the meetings. A board member may request the chairperson to place an item on the agenda.

A. Deadline for Submitting Agenda Items

In order that agendas of reasonable length may be proposed to the board, items for inclusion on the proposed agenda of a particular meeting should be submitted to the superintendent at least ten working days prior to the time of the meeting. Items submitted less than ten working days prior to a meeting will be included on the proposed agenda if, in the judgment of the superintendent and the board chairperson, they are of an emergency nature. If the items are not of an emergency nature, they will be included if the inclusion does not prolong the meeting unduly and if adequate time is available for the preparation of any necessary materials for the agenda items. Otherwise, they shall become agenda items for a future regular meeting.

B. Notification of Posting of Agenda

After the agenda has been prepared, it shall be posted as the proposed agenda of the meeting. The Board will be notified by email of the posting at least four days but with a usual goal of 6 days prior to the meeting. The proposed agenda, with attachments, will be available for the public after notification to the Board and may be found on the district website within 24 hours of Board notice.

C. Order of Business

The first substantive order of business at the board meeting shall be the adoption of the agenda, as proposed or amended, which shall be by motion. At the meeting, the board may, by a majority vote, add an item that is not on the proposed agenda before the agenda is adopted. After the agenda has been adopted, a two-thirds vote is required to add an item to the agenda.

The agenda, as adopted, will constitute the order of business for the meeting. For the purpose of efficiency, the Board of Education shall adhere as closely as possible to the following general order of business:

- call to order
- adoption of agenda
- approval of personnel agenda and addendum
- announcements/presentations
- approval of minutes
- opportunity for public comments
- specific agenda items

The Board desires to maximize participation in meetings and, as such, will work to end meetings on or before 10 pm.

By majority vote, any agenda item may be postponed to a later meeting of the board.

D. Consent Agenda, Discussion and Action Agenda, and Work Session Agenda

A board member must notify the Superintendent by noon on the day of the board meeting if the

board member wishes to have a Consent Agenda item moved to the Discussion and Action Agenda.

Items in which sufficient changes are being recommended will first be discussed on a Work Session Agenda and on the Discussion and Action agenda at a subsequent meeting.

In the case of policy revisions, they first are discussed on first reading of a work session or regular agenda and approved on second reading on the Consent Agenda at a subsequent meeting.

E. Sharing by Board Members/Superintendent

Sharing time should be used to report information to fellow board members regarding the work of committees on which board members serve or to remind board members of upcoming meetings and activities of the board and superintendent.

Legal References: [G.S. 115C-36](#)

Cross References: Duties of Officers (policy 2210), Public Participation at Board Meetings (policy 2310), Advance Delivery of Meeting Materials (policy 2335)

Adopted: 4/23/98

Revised: 4/28/09, January 18, 2024

Chapel Hill-Carrboro Schools