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| <br><b>Tucson, Arizona</b><br><br><b>GOVERNING BOARD POLICY</b> | POLICY TITLE: Board Meeting Agenda Posting and Organization |
|  | POLICY CODE: BEDB   |

Governing Board meeting agendas are available for public review at the time the governing board meeting notice is posted to the public body and the general public. Both the agenda and the meeting notice will be posted at least 24 hours prior to the meeting except in case of an actual emergency or a recessed and resumed meeting as described in A.R.S. 38-431.02(D) (E). The notices will be posted in English and in Spanish on the TUSD website and in the posting cabinet at the front door of the TUSD administrative office, Morrow Education Center, 1010 East Tenth Street.

**Board Agenda Information Process**

- A Governing Board packet will be available for public review by 10 a.m. the day prior to the board meeting and will continue to be available during regular business hours until the start of the meeting. Agendas and packets are subject to change up to 24 hours prior to the Governing Board meeting.
- In accordance with a public records request, copies of materials may be obtained pursuant to Board Policy KDB – Public Information/ Public’s Right to Know – Freedom of Information.
- Questions regarding board meeting agendas or materials may be directed to the Director of Staff Services, who will forward them to the Board President and Superintendent, or copy them on any replies, as appropriate.

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**Order of Business**

Unless the Board votes otherwise at a previous meeting, the order of business at each meeting shall be as listed below. A section may be omitted at a specific meeting because it has no agenda items in that category. The Audience Call is omitted from meetings at which the agenda includes no items for Action or Study/Action, unless the Board or the President of the Board have placed an Audience Call on the agenda for that meeting. Within each section, the order of business shall be as listed on the posted agenda, but the Board may vote during the meeting to reorder items within a section.

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Deleted: The following sections may not appear on all agendas.

**Regular Meetings:**

- *Schedule an Executive Session*
- *Pledge Of Allegiance*
- *Superintendent’s Report*
- *Call To The Audience*
- *Consent Agenda*
- *Public Hearing*
- *Action Item(s)*
- *Study/Action Item(s)*

Deleted: <#>Board Member Activity Reports¶

Deleted: <#>Information Item(s)¶

- Information Item(s)
- Study Item(s)
- Board Member Requests To Schedule Board Agenda Items

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**Special Meetings:**

- *Schedule an Executive Session*
- *Pledge Of Allegiance*
- Awards and Recognitions
- *Superintendent's Report*
- Board Member Activity Reports
- *Call to the Audience*
- Consent Agenda
- *Public Hearing*
- *Public Forum*
- Action Item(s)
- Study/Action Item(s)
- Information Items
- *Study Item(s)*

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Deleted: <#>Discussion Item(s)¶

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**Executive Sessions:**

Most governing board business is conducted in an open meeting as required by A.R.S. 38-431. An executive session, when the governing board will meet in private, may be scheduled as necessary by a majority vote of board members in attendance, during either a regular or special meeting. When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.

- Adopted: January 16, 2007
- Revision: September 21, 2011 [format adjustment only]
- Revision: October 26, 2011 [cross reference correction only]
- Revision: May 19, 2015
- Revision:

**LEGAL REF.:** A.R.S. 38-431 Public Meeting and Proceedings  
 38-431.01 Open to the Public  
 38-431.02 Notice of Meetings  
 38-431.03 Executive Sessions

**CROSS REF:**

**Replaces TUSD Policy # 9300** Governing Board Meetings and Submitting Agenda Items