

<p>TUCSON UNIFIED SCHOOL DISTRICT</p> <p>Tucson, Arizona</p> <p>GOVERNING BOARD POLICY</p>	POLICY TITLE: Board Meeting Agenda Preparation
	POLICY CODE: BEDBA

~~This policy describes the~~ The purpose of this document is to describe the process and timeline for development of Governing Board meeting agendas.

Authority to place agenda items

~~The Superintendent will develop Governing Board meeting agendas in consultation with the~~ and Board President **each have individual authority to place items on the agenda.**

~~Matters for discussion, consideration, or possible action, including study session matters, are referred to as items. Items may be placed on a Governing Board meeting agenda as follows:~~

- ~~• The Superintendent may place items on an agenda for a future Governing Board meeting, in consultation with the Board President, or~~

Board member request for agenda items

- ~~• The Superintendent shall place an item on an agenda for a future Governing Board meeting if at least two Board members make a request to do so. The particular meeting at which the item will be scheduled shall be determined by the Superintendent in consultation with the Board President, taking into consideration the anticipated length or number of other agenda items scheduled for particular future Governing Board meetings, necessity of and time needed to prepare for addressing the proposed agenda item, opportunity to discuss and take action on the item, attendance of persons necessary to address the item at a future meeting, and any other relevant factors.~~
- Any Board Member desiring to place an item on the agenda for a future Governing Board meeting may submit the particular item to the Superintendent through the Director of Staff Services
- **A board member may request that an item appear on the board's agenda by submitting a request to either the Superintendent or Board President, with a copy to the Board Office. The board member should use the formal Board Agenda**

item (BAI) form, including the title and category and description of the item, any supporting materials, and the date on which the item is requested to appear.

- ~~The proposed agenda item may be removed from an agenda if a Board Member withdraws his/her submission and, after withdrawal, there are fewer than two Board Members requesting that the item be on a future Governing Board agenda. The board member(s) who originally requested an agenda item can withdraw the request at any time by writing to the person(s) who received the original request, with a copy to the Board office. If the item had already been placed on an agenda, then this action removes the item from the agenda. If two members requested the item, then they must both request the withdrawal.~~
- ~~The Superintendent shall place an item on an agenda for a future Governing Board meeting if at least two Board members make a request to do so. The particular meeting at which the item will be scheduled shall be determined by the Superintendent in consultation with the Board President, taking into consideration the anticipated length or number of other agenda items scheduled for particular future Governing Board meetings, necessity of and time needed to prepare for addressing the proposed agenda item, opportunity to discuss and take action on the item, attendance of persons necessary to address the item at a future meeting, and any other relevant factors. If two members of the board each submit a common BAI, under both of their names, and the requested date is a regular meeting at least one week after the BAI is submitted, then the item must appear as requested unless the person receiving the request (Superintendent or Board President) declines the request in writing at least 48 hours before the requested board meeting, including the reason for declining the request. In that case, the agenda for the requested board meeting shall automatically include an Action item to vote on whether to schedule the item at a future board meeting, following the format for single board member submissions. Either of the two submitting board members can withdraw that Action item from the agenda, through a written request to the board office.~~
- ~~Alternatively, if only one Board member requests that an item be placed on an agenda for a future Governing Board meeting, the Board Member may submit to the Director of Staff Services a Board Agenda Item Form stating the title of the agenda item and a brief description of the purpose for bringing this agenda item forward for consideration.~~
 - ~~Forms must be submitted no later than the end of the workday on Tuesday, a week prior to the Regular Board Meeting. To ensure accurate posting of agenda items 24 hours before the meeting, the Superintendent or Board President must provide the category and title of the agenda item to the Board Office by 9 a.m. on the last working day before the meeting.~~
 - The Board President can direct the Board Office to revise the sequence in which items appear on the board's agenda, up to 24 hours before the board meeting and within the limits set by Policy BEDB.

- A BAI submitted after 5 p.m. is treated as if it were submitted on the next working day.
- ~~The item with all supportive documentation will be placed under the section titled *Board Member Requests To Schedule Board Agenda Items*.~~
- If the requested date is a regular meeting at least one week after the BAI is submitted, and the item does not appear on that meeting's agenda, then the board member has the right to a vote, at a subsequent regular board meeting, on whether to place the original item on the board's agenda for a future meeting,
- This right is exercised by submitting a BAI to the Board Office at least one week before the regular meeting at which the vote is requested.
- The item shall appear as an Action item with the title: "Board Member Request to Schedule a Board Agenda Item: {title of the original item}." Governing Board discussion of this item is limited to the purpose of placing the item on the board's agenda for the proposed date, not the merits of the item itself. Any agenda item originating with a SAI shall indicate which board member(s) originally requested the item.
- ~~The Superintendent will not prepare reports or any analyses other than an estimate of resources and timelines that may be required to develop the requests into study/action or information agenda items for consideration by the Governing Board. The placing of a board member agenda request does not, in itself, oblige the Superintendent of staff to produce any new work or reports in support of the item.~~
- ~~Public meeting Governing Board discussion and/or action will be limited to the purpose of placing the item on the next most appropriate agenda for consideration and action as necessary.~~
- ~~If a majority of board members vote to develop the request into a study/action or information item, the Superintendent shall take appropriate steps to prepare reports, information, and/or analyses. In such case, the Superintendent will place the item on the next most appropriate meeting, considering relevant scheduling factors set forth in this policy.~~

~~The agenda and supporting materials shall be distributed to the board members three (3) business days but not less than twenty-four (24) hours prior to the meeting.~~

~~Copies of the agenda packet shall be available to the public and the press by 10 a.m. the day prior to the board meeting.~~

Agenda Process

- ~~• The Superintendent will develop and distribute the Submission Schedule for agenda items for meeting dates approved by the Governing Board.~~
- The Superintendent's Office is responsible for maintaining a calendar of future board agenda items and for keeping the Board Office informed. **The Superintendent 's office is responsible for maintaining a calendar of future board agenda items and sharing this calendar with the Board Office. The Board Office is responsible for assembling submitted agenda items and supporting materials into a posted agenda.**
- ~~• At the end of each regular Governing Board meeting under agenda item "Future Agenda Items," a board member may propose future agenda item(s), with limited discussion. The discussion should center around the purpose of placing the item on the next most appropriate agenda for consideration and action as necessary.~~

Requests for reconsideration

Notwithstanding the above provisions, special rules apply for reconsideration of an adopted item. If a board member who voted for an item adopted by the board requests reconsideration of the item, within one week of the original vote, then the item must appear for reconsideration, as an Action item, on the agenda for the board's next regular meeting. This request should be filed directly with the Board Office.

Adopted: January 16, 2007
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Revised: June 22, 2010
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Revised: March 27, 2012
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LEGAL REF.: A.R.S. 38-431
CROSS REF: Policy # BEDB – Board Meeting Agendas