

<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 process and timeline for development of Governing Board meeting agendas.

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 ~~requested~~ ~~submitted~~ agenda items and supporting materials into a posted agenda.

Authority to place agenda items

The Superintendent and Board President each have individual authority to place items on the agenda. 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.

Board member requests for agenda items

A board member may request that an item appear on the board's agenda by ~~submitting~~ ~~making the a~~ ~~request~~ ~~in writing~~ 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~~ ~~provide~~ the title and category and description of the item, any supporting materials, and the date on which the item is requested to appear.

If the requested date is a regular meeting at least one week after the ~~BAI agenda request 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 request~~ 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 ~~BAI board member other than the President~~ shall indicate which board member(s) originally requested the item.

The placing of a board member agenda request does not ~~, in itself,~~ oblige the Superintendent or staff to produce any new work or reports in support of the item, beyond what is already required by Policy BBAA.

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~~ several members requested the item, then they must both/all request the withdrawal.

If at least two members of the board each submit a common ~~BAI, under both of their names~~ agenda request, and the requested date is a regular meeting at least one week after the ~~BAI request 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~~ Any of the ~~two~~ requests submitting board members can ask to withdraw that Action item from the agenda, through a written request to the board office; if all or all but one of the originally requesting board members asks for such a withdrawal, the number of requesting board falls below two, then the item is removed from the agenda.

An agenda request ~~BAI~~ submitted after 5 p.m. is treated as if it were submitted on the next working day.

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:

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CROSS REF: Policy # BEDB – Board Meeting Agendas