

<p><b>TUCSON UNIFIED</b> SCHOOL DISTRICT</p> <p><b>Tucson, Arizona</b></p> <p><b>GOVERNING BOARD POLICY</b></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 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 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.

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 BAI 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.

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.

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.

A 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:

**LEGAL REF.:** A.R.S. 38-431  
**CROSS REF:** Policy # BEDB – Board Meeting Agendas