

 <p><b>Tucson, Arizona</b></p> <p><b>GOVERNING BOARD POLICY</b></p>	<p>POLICY TITLE: Board Meeting Agenda Preparation</p>
	<p>POLICY CODE: BEDBA</p>

The purpose of this document is to describe the process and timeline for development of Governing Board Meeting Agendas.

The Superintendent will develop board meeting agendas in consultation with the Board Agenda Committee.

**Agenda Committee:** The Agenda Committee consists of the Board President, the Board Clerk, and the Superintendent. The Director of Staff Services will attend Agenda Committee meetings.

The Superintendent or Board Members may place items on the agenda. Any Board Member desiring to place an item on the agenda may submit the particular item of business to the Agenda Committee through the Director of Staff Services.

- A Board Member must submit the agenda item no later than the end of the workday prior to the Agenda Committee Meeting to the Director of Staff Services.
- The Agenda Committee shall have discretion to place a Board Member's item of business for consideration in public meetings
- The Superintendent will not prepare reports or any analyses other than what was agreed upon with the original board member who submitted the item.
- The proposed agenda item may be removed from an agenda if the original board member withdraws his/her submission.

Alternatively, if the agenda committee declines submission of item of business for consideration, a 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.
- The item with all supportive documentation will be placed under the section title Board Member Requests To Schedule Board Agenda Items.
- 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.

- Public meeting 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 addition, the Agenda Committee will place the item on the next most appropriate meeting.

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.
- All agenda items with accompanying back-up materials will be submitted by the Superintendent to the Board Office no later than the close of business four (4) business days prior to the scheduled meeting, with the exceptions allowed by law. No item will be placed on an agenda without accompanying back-up material at the time of submission. Revisions to agenda items must be submitted to the Board Office no later than 9:00 a.m. the day before a scheduled board meeting. Holidays will affect all deadlines.
- Schools and departments who originate agenda items will be responsible for notifying all parties involved that their respective agenda item is scheduled for a specific board meeting date. This includes getting all approvals prior to submitting the item to the Superintendent.
- 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 will be responsible for holding administrators accountable for following agenda procedures and deadlines.
- At the end of each regular 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.

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