

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

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

### Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent or Board members may place items on the agenda. Any Board member desiring to place an item on the agenda will notify the Superintendent of the particular item of business at least five (5) working days before the meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Upon request, copies of the agenda shall be available to the public and the press.

### Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Adopted: January 16, 2007  
 Revised: February 10, 2009  
 Review: January 12, 2010 [reviewed; no changes made]  
 Revised: June 22, 2010  
 Revised: February 22, 2011  
 Revised: March 27, 2012  
 Revised: April 23, 2013 [Readopted June 22, 2010 version]

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