


<div style="text-align: center;">  <p><b>Tucson, Arizona</b></p> <p><b>GOVERNING BOARD POLICY</b></p> </div>	POLICY TITLE: Board Meeting Agenda Preparation
	POLICY CODE: BEDBA

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

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

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:

**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 may place items on an agenda for a future Governing Board meeting, or
- The Superintendent or Board Members may place items on the agenda 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 matter, 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 of business to the Agenda Committee Superintendent 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 and, after withdrawal, there are fewer than two board Board memberMembers requesting that the item be on a future Governing Board agenda. withdraws his/her submission~~
- Alternatively, if only one Board member requests that an item be placed on an agenda for a future Governing Board meeting ~~the agenda committee declines submission of item of business for consideration, a, 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.
  - The item with all supportive documentation will be placed under the section titled 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 additionsuch case, the ~~Agenda-SuperintendentCommittee~~ 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-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 Governing Board~~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.

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  
**CROSS REF:** Policy # BEDB – Board Meeting Agendas