

<p>TUCSON UNIFIED SCHOOL DISTRICT</p> <p>GOVERNING BOARD POLICY</p>	<p>POLICY TITLE:</p> <p>Board Meeting Agenda</p>
	<p>POLICY CODE: BEDB</p>

Agenda The agenda shall list the specific matters to be discussed, considered or decided at the meeting. The Governing Board may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto. (Subject to A.R.S. [38-431.02](#))

Rules of Order In matters of procedure not covered by law or policy, the Board shall be guided by Roberts’ Rules of Order.

Order of Business Unless changed by a majority vote of Board members present at a meeting, the order of business shall be as follows:

- Regular meetings**
- Scheduled Executive Session
 - Roll Call
 - Motion to Convene Executive Session
 - Call to Order
 - Roll Call
 - Land Acknowledgment
 - Pledge of Allegiance
 - Agenda Adjustments
 - Superintendent’s Report
 - Call To The Audience
 - Committee Reports
 - Consent Agenda
 - Public Hearing
 - Action Item(s)
 - Study/Action Item(s)
 - Study/Information Item(s)
 - Future Meeting Dates and Agenda Items

- Special meetings**
- Scheduled Executive Session
 - Roll Call
 - Motion to Convene Executive Session
 - Call to Order
 - Roll Call
 - Land Acknowledgment

- Pledge of Allegiance
- Agenda Adjustments
- Awards and Recognitions
- Board Member Activity Reports
- Call to the Audience
- Committee Reports
- Consent Agenda
- Public Hearing
- Public Forum
- Action Item(s)
- Study/Action Item(s)
- Study/Information Items
- Future Meeting Dates and Agenda Items

Executive Sessions

- An executive session may be scheduled, as necessary, during either a regular or special meeting. (See *Arizona Attorney General Agency Handbook Section 7.6.7*)
 - When an executive session is to be held, the notice must state the specific provision of law authorizing the executive session.
 - The Board may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. [38-431.03\(A\)\(3\)](#).

Emergency meetings

In the case of an actual emergency, the Governing Board, after giving such notice as is appropriate to the circumstances, may act on an emergency matter or call an emergency meeting in accordance with the requirements set out in A.R.S. [38-431.02](#). The emergency meeting shall follow the order of business for a special meeting. An emergency meeting shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information specified by [38-431.02](#). Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance when an emergency action or meeting is being considered.

Accommodations for the Disabled

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Meaningful Access Department at (520) 225-4672. Requests should be made as early as possible to allow time to arrange the accommodation.

Adopted: January 16, 2007 (Replaced Policy #9300 Governing Board Meetings and Submitting Agenda Items)

Revision: September 21, 2011 [format adjustment only]
Revision: October 26, 2011 [cross reference correction only]
Revision: May 19, 2015
Revision: April 25, 2017
Revision: September 12, 2017
Revision: August 14, 2018
Revision: May 14, 2019

LEGAL REF.: A.R.S. §§

[38-431](#) Public Meeting and Proceedings: Definitions

[38-431.01](#) Open to the Public

[38-431.02](#) Notice of Meetings

[38-431.03](#) Executive Sessions

CROSS REF:

[KDB – Public Information/ Public’s Right to Know – Freedom of Information](#)