

The chairperson and the superintendent will prepare a proposed agenda for each board meeting. Except for reports from board committees, a request to have an item of business placed on the agenda must be received at least ten days before the meetings. (See also policy 2310, Public Participation at Board Meetings, regarding agenda requests by individuals or groups.) A board member may, by a timely request, have an item placed on the agenda.

Each board member will receive a copy of the proposed agenda four days prior to the meeting, and the proposed agenda will be available for public inspection and/or distribution when it is distributed to the board members. At the meeting, the board may, by a majority vote, add an item that is not on the proposed agenda before the agenda is adopted. After the agenda has been adopted, a two-thirds vote is required to add an item to the agenda. Any new policy or budgetary items presented as an addendum to the published agenda are not subject to action at the same meeting.

Items shall be placed on the proposed agenda according to the order of business. The order of business for each regular meeting shall include, but is not limited to, the following:

- I. Call to order
- II. Invocation and Pledge of Allegiance
- III. Consent Agenda, including approval of minutes
- IV. Committee reports
- V. Curriculum and Instruction
- VI. Personnel, Administration, and Student Services
- VII. Auxiliary Services
- VIII. Public comments
- IX. Superintendent's comments
- X. Board members' comments
- XI. Date, time, and location of next board meeting
- XII. Closed session (as needed)
- XIII. Adjournment

The order of business will be set by the chairperson and is subject to change pending board approval as described above.

Legal References: G.S. 115C-36

Cross References: Duties of Officers (policy 2210), Public Participation at Board Meetings (policy 2310), Advance Delivery of Meeting Materials (policy 2335)

Adopted: