

### **AGENDA PREPARATION/ADVANCE DELIVERY OF MEETING MATERIAL**

The Superintendent, Business Administrator/Board Secretary and the Board President shall prepare the agenda for all meetings of the Board.

Items of business suggested by any Board member, staff member, or citizen of the District may be included at the discretion of the Superintendent and Board President. When appropriate, the agenda shall allow time for the remarks of citizens, staff members, or students who wish to speak briefly before the Board.

The agenda shall be published pursuant to provisions of the Open Public Meetings Act. The Board shall follow the order of business set up by the agenda unless the order is altered by the President or by vote of majority of the Board members present. At a regularly scheduled meeting for which an advance agenda has been provided to the public, items of business not anticipated at the time the agenda was prepared may be discussed and acted upon if a majority of the Board present and voting agrees to consider them. However, existing Board policies and bylaws may not be revised or new ones adopted unless the proposals are on the written agenda. Every effort shall be made to postpone discussion and/or action on any new item of business until a subsequent meeting so that all needed information can be gathered, and disseminated prior to making a decision.

The agenda, together with supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of community and staff groups, and others, upon request. Provisions shall be made to add emergency items to the agenda.

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)

Crifasi v. Governing Body of the Borough of Oakland, 156 N.J. Super.  
182 (App. Div. 1978)

**Cross References:** \*1120 Board of Education meetings  
\*9311 Formulation, adoption, amendment of policies  
\*9312 Formulation, adoption, amendment of bylaws

\*Indicates policy is included in the Critical Policy Reference Manual.

#### **Key Words**

Board Meeting Agenda, Delivery of Meeting Materials, Board Meeting Materials, Agenda

Approved: June 29, 1989  
Revised: August 30, 1990, June 23, 2008,