

# **BOARD MEETING AGENDA PREPARATION AND DISSEMINATION**

**Policy 171.2**

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The district administrator shall be responsible for the preparation of all agendas for meetings of the board. S/he shall consult with appropriate members of the administrative staff and with the president for final approval.

Any board members, staff member, or constituent of the district may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the district administrator with the approval of the president.

The agenda, together with appropriate materials, shall be distributed to board members sufficiently prior to the board meeting, if at all possible, to permit them to give items of business careful consideration. The agenda shall be made available to the media, posted in established locations, and may be made available to any person upon request.

In accordance with state law, public notice shall be given at least 24 hours in advance of the meeting. When, for good cause, 24 hours' notice is impossible or impractical, shorter notice may be given, but not less than two hours' notice may be given in advance of the meeting.

## **Legal References:**

## **Cross References:**

**Adoption Date:** 1/19/2015