

The chairperson and the superintendent will prepare a proposed agenda for each board meeting. The order of business established should ensure that routine business is accomplished promptly; that visitors have an opportunity to be heard by the board; and that information on any program of special interest and concern to the board is presented.

A. AGENDA FORMAT

The following agenda format is to be used in preparation for board meetings. Closed sessions may be added in the appropriate place, when needed.

- Opening
 - Call to Order
 - Roll Call
- Work Session
- Invocation
- Pledge of Allegiance, National Anthem, and Posting of Colors
- Approval of the Agenda
- Approval of the Minutes
- Recognition of Achievement
- Call to the Audience (Agenda Items)
- Consensus
- Old Business (Action)
- New Business (Action)
- Head Start
- Information
- Superintendent's Report
- Board Chairperson's Report
- Committee Reports
- Correspondence
- Call to the Audience (Non-Agenda Items)
- Announcements
- Adjournment

B. PLACING ITEMS ON THE AGENDA

The chairperson and superintendent will place items on the agenda. ~~A request to have an item of business placed on the agenda must be received at least six working days before the meeting.~~ Any two board members who agree that a certain item should be added to the agenda must contact the chairperson or vice-chairperson to have that item added. Agenda items for programmatic changes should be developed with the assistance of department or school administration and submitted through the superintendent or designee. See policy

2310, Public Participation at Board Meetings, regarding agenda requests by individuals or groups, including employees making requests as private citizens. [All requests to have an item of business placed on the board's agenda must be received at least six working days before the agenda review meeting.](#)

~~Each board member will receive a copy of the proposed agenda five 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.

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: September 1, 2020

Revised: March 2, 2021; July 20, 2021