

Policy Code: 2330 Board Meeting Agenda

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 as a template in preparation for board meetings and can be modified as needed for a more efficient meeting. Additional closed sessions may be added in the appropriate place, when needed.

- Opening
 - Call to Order
 - Roll Call
- Approval of the Agenda
Work Session (optional)
- Invocation
- Pledge of Allegiance, National Anthem and Posting of Colors
- Approval of the Minutes
- Recognitions and Introductions
- Student Voice
- Call to the Audience
- Closed Session (as needed)
- Superintendent's Report
- Board Chairperson's Report
- Information (as needed)
- Head Start (as needed)
- Consensus Items
- Policy Consensus Items
- Old Business
- New Business
- Committee Reports
- Correspondence
- Announcements
- Adjournment

B. Placing Items on the Agenda

The chairperson and superintendent will place items on the agenda. 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 and the item will be added to an agenda within the next two Board meetings. 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.

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; September 21, 2021; October 4, 2022

New Hanover County Public Schools
