

BEDB—Agenda

Agenda Preparation

The Administrator, in consultation with the Board Chair, shall prepare the meeting agenda. The Administrator or Board members may place items on the agenda. Any Board member desiring to place an item on the agenda will notify the Administrator of the particular item of business at least five (5) working days before the meeting. Items may not be placed on the agenda within 24 hours of the intended Board Meeting.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting. Upon request, copies of the agenda shall be available to the public and the press.

It is the spirit of this policy to provide as much working time as possible for the adequate preparation of agenda packets and materials.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Administrator during an emergency or when compliance would be impractical. However, the Administrator shall comply with all legal requirements in scheduling special meetings and providing public notice.

During the Meeting

Board members shall not add actionable business items to the agenda during any portion of the board meeting that have not fulfilled the 24-hour notice requirement. Such action shall not preclude the tabling of agenda items by majority vote.