

## **BOARD MEETING AGENDA**

The tentative agenda for each board meeting shall state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed.

Persons wishing to place an item on the agenda must make a request to the superintendent at least twenty-four hours prior to the posting of the public notice. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents shall be sent to the board members at least three days prior to the scheduled board meeting. These documents are the private property of the board member.

The board shall take action only on these agenda items, on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting shall state the reason for immediate action. The board shall exercise this discretionary authority with great care.

It shall be the responsibility of the board president and superintendent to develop the agenda for each board meeting.

Legal Reference: Iowa Code §§ 21; 279.8 (1991).  
1980 Op. Att'y Gen. 269.

Cross Reference: 206 Board of Directors Officers  
21 Board of Directors Meetings  
211.5 Meeting Notice  
214.2 Order of Regular Board Meeting  
215 Public Participation in Board of Directors Meetings  
218 Board of Directors Records

Approved: 07-01-92

Reviewed: 01-10-94, 11-11-96,  
11-09-98, 11-12-01, 11-08-04,  
12-10-07, 12-12-11, 12-11-14

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