

## Agenda

To expedite the Board's proceedings and provide a framework for the orderly conduct of business, the superintendent in cooperation with the Board president shall prepare an agenda outlining the matters to be brought to Board attention at meetings.

The Board shall follow the order of business set by the agenda unless the order is altered or new items are added in accordance with this policy. At regular and special meetings, the Board may add to or take action on matters not appearing on the posted agenda if the item is reasonably related to the subject matter on the posted agenda or if an exigency exists. Amending the agenda of a regular meeting requires a majority vote of Board members present. All Board members must be present and cast a unanimous vote to amend the agenda of a special meeting.

### Consent grouping

A consent grouping on the agenda shall be used for those items which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

### Agenda format

*NOTE: This is a suggested order, but is not required by law. Each board should determine the order that works best for it.*

1. Call to order
2. Pledge
3. Roll call
4. Approval of agenda
5. Minutes of previous meeting for review or correction
6. Citizens to Address the Board
7. Reports from administrators and directors
8. Board member reports and requests
9. Action items (financial reports, minutes, personnel, policies, etc.)
10. Discussion items
11. Adjournment

Adopted: Prior to 1992

Revised: March 2007, December 2012, May 2014, December 2017

LEGAL REFS.: C.R.S. 22-32-108 (4) *(board meetings)*  
C.R.S. 24-6-402 (2)(c) *(notice of meeting "shall include specific agenda information where possible")*

CROSS REFS.: BEDA, Notification of School Board Meetings  
BEDH, Public Participation at School Board Meetings