



Book	Ready for Board
Section	0000 Bylaws
Title	AGENDA
Code	po0166
Status	First Reading
Adopted	August 5, 2019
Last Revised	August 7, 2023

0166 - **AGENDA**

The Superintendent shall develop a draft of the agenda and submit it to the Board President for approval. Upon the President's approval, a written agenda will be finalized and sent out seventy-two (72) hours prior to each regular meeting or each special meeting, unless otherwise directed by the Board President or State statute. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.

Each agenda shall contain the following statement:

"This meeting is a meeting of the School Board in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be time for public participation as indicated ~~by agenda item # three.~~ **on the written Agenda.**"

The agenda of the regular meeting and/or special meetings shall be accompanied by a report from the Superintendent on information relating to the Corporation with such recommendations as s/he shall make.

The agenda of each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally the agenda should be mailed no later than four (4) days prior to the meeting, or delivered so as to provide time for the member to study the agenda. The agenda for a special meeting shall be delivered at least two (2) days before the meeting, consistent with the provisions calling for the special meeting.

Prior to the meeting, a copy of the agenda shall be posted at the entrance to the meeting location and/or electronically posted on the school corporation's website.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

© Neola 2013

Legal	I.C. 5-14-1.5-4
	I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings
	I.C. 20-26-4-3 Notice of meetings to Board members