

<b>Moore County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>10/10/16</b>
		Rescinds:	Issued:

1 The executive committee of the board shall be responsible for developing an agenda for each board  
 2 meeting. Any board member may place items on the agenda for discussion. The particular order may  
 3 vary from meeting to meeting in keeping with the business at hand.

4 For a regular board meeting, the agenda (which shall include the consent agenda), together with  
 5 supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled  
 6 date of the meeting. The agenda shall be available for public inspection and/or distribution when it is  
 7 distributed to the board members. At the beginning of each meeting, the board shall, by a majority  
 8 vote, approve the agenda for the meeting, which may involve the addition to or deletion of items  
 9 previously included on the agenda. The board, however, shall not revise board policies or adopt new  
 10 ones, unless such action has been scheduled.

11 Staff members or citizens of the district may suggest items for the agenda.

12 For items to be considered on the agenda, they must be received in the director of schools' office ten  
 13 (10) days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda  
 14 shall forward any background information to the director of schools' office so that the material will be  
 15 included in the delivery to the board members prior to the meeting.

16 **CONSENT AGENDA**

17 While developing the agenda, the chair and director of schools may identify routine or non-  
 18 controversial items to be placed on the consent agenda, which shall become a part of the regular  
 19 agenda. If any member objects to including an item on the consent agenda, that item shall be moved to  
 20 the regular agenda as an action item requiring discussion. The remaining consent items shall be  
 21 adopted in a single vote without discussion.

22 **TIMED AGENDA**

23 The Executive Committee shall assign to each item a certain amount of time determined to be  
 24 sufficient for disposing of each item on the agenda.