

**AGENDA PREPARATION AND DISSEMINATION**

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chair and appropriate members of the executive staff.

Items to be placed in the agenda should be in the hands of the Superintendent on or before the seventh day preceding the meeting. Every Board member has the right to place items on the agenda. Items not included in the agenda may be brought before the meeting provided it is agreed to by the Board. However, the Board may choose not to deal with every agenda item.

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Superintendent and Chair. The Board shall follow the order of business as set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda, together with supporting materials, shall be distributed to Board members at least two days prior to the Board meeting, to permit them to give items of business careful consideration. The agenda shall also be made available to the press and others upon request.

The agenda will be posted in the building where the meeting is held, at the town hall, and in the foyer of the Superintendent's office, in accord with RSA 91-A:2.

**Statutory Reference:**

*RSA 91-A:2, II.*

**Adopted:** February 10, 1992  
**Reviewed:**  
**Revised:** June 7, 2007  
**Cancelled:**