

## **BDDC**

### **AGENDA PREPARATION AND DISSEMINATION**

The Superintendent shall prepare all agendas for the 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. Items not included in the agenda may be brought before the meeting provided it is agreed to by the Board.

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 sole discretion of the Superintendent.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting. 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.

The agenda, together with supporting materials, shall be distributed to Board members, sufficiently prior to the Board meetings, if at all possible, 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 at the City Hall, on the District website and the foyer of the Superintendent's Office, in accordance with RSA 91-A:2.

Adopted: April 8, 1993  
Amended: June 12, 2008  
Board Review/Approved: August 10, 2017