

	<p>PROPOSED AGENDAS &amp; CONSENT AGENDA</p>	<p>Policy No. 1420  July 1, 2015  Page 1 of 2</p>
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**Proposed Agendas**

Regular Meetings

The Board secretary shall be responsible for preparing the proposed agenda for each regular legislative meeting, in accordance with the Executive Committee. Copies of the proposed agenda, minutes of the previous meeting, Board action reports, and relevant supplementary information will be posted to the district’s website at least three (3) days in advance of the meeting and will be available to any interested citizen at the School Board office twenty-four (24) hours in advance of the published start time of the meeting. Nothing in this section prohibits subsequent modifications to the agenda, nor invalidates any otherwise legal action taken at the meeting where the agenda was not posted in accordance with this policy.

Exceptions to the 3-day posting requirement of supplementary information are permitted as long as:

1. The Board action report is posted at least three days in advance of the published start time of the meeting; and
2. The supplementary information is posted no later than forty-six hours before action is scheduled to be taken by the Board; and EITHER
3. a) A Board Committee has given approval for the item to move forward to a regular legislative meeting without all relevant supplementary materials, or  
b) The Superintendent has indicated there is a need to post the supplementary information less than 3 days in advance. The reason(s) behind the need to post less than three days in advance shall be noted in the Board Action Report and will include a brief description of any new attachments or supplementary information.

Special Meetings

Special meeting agendas, including those for Board committee meetings, will be posted on the district’s website no later than twenty-four (24) hours in advance of the published start time, and final action may be taken only on that business contained in the notice of the special meeting and agenda.

## **Consent Agenda**

To expedite business at a regular School Board meeting, the Board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item which appears on the consent agenda may be removed from the consent agenda by a member of the Board. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Adopted: June 2011

Revised: July 2015; October 2014; August 2013

Cross Reference: Policy Nos. 1240;

1400; 6020; 6215

Related Superintendent Procedure: N/A

Previous Policies:

Legal References: RCW 42.30.077 Agendas of Regular Meetings – Online Availability; RCW 42.30.080 Special Meetings

Management Resources: *Policy News*, June 2014; June 2012