

## **Agenda**

To expedite the Board's proceedings and provide a framework for the orderly conduct of business, the superintendent in cooperation with the Board president shall prepare an agenda outlining the matters to be brought to Board attention at meetings.

The Board shall follow the order of business set by the agenda unless the order is altered or new items added by vote of the Board during the meeting. At regular and special meetings, the Board may add to or take action on matters not appearing on the posted agenda if the item is reasonably related to the subject matter on the posted agenda or if an exigency exists. Amending the agenda of a regular meeting requires a majority vote of Board members present. All Board members must be present and cast a unanimous vote to amend the agenda of a special meeting.

### **Consent grouping**

A consent grouping on the agenda shall be used for those items which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

### **Agenda format**

The order of business at regular meetings shall be as follows:

1. Call to order
2. Roll call
3. Approval of agenda
4. Approval of minutes
5. Approval of financial reports
6. Reports from administrators
7. Audience comments and questions
8. Reports from committees
9. Action items
  - a. Consent agenda

10. Discussion items
11. Correspondence
12. Legislative report
13. Adjournment

ADOPTED 2005

Revised: August 2013

LEGAL REF.: C.R.S. 22-32-108 (4) (board meetings)  
C.R.S. 22-32-108 (7) (a) (a board member who participates electronically in conformance with the board's policy on electronic meeting participation is considered "present")  
C.R.S. 24-6-402 (2) (c) (notice of meeting "shall include specific agenda information where possible")

CROSS REFS.: BEAA\*, Electronic Participation in School Board Meetings  
BEDA, Notification of School Board Meetings  
BEDH, Public Participation at School Board Meetings