

**AUBURN SCHOOL DISTRICT
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 Chairperson 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. However, the Board may choose not to deal with every agenda item. After posting, the agenda may be modified 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 discretion of the Superintendent and Chairperson. The agenda, however, shall always allow suitable time for the remarks of the members of the public who wish to speak briefly before the Board.

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. 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 action has been scheduled.

The agenda, together with supporting materials, shall be distributed to board members in a reasonable timeframe prior to the board meeting, to permit them to give items of business careful consideration. Board members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities. 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 and at another public location, in accordance with RSA 91-A:2.

All actions will be preceded by a motion and a second to the motion followed by discussion.

Adopted: January 13, 1983
Adopted: October 12, 1999
Revised: January 9, 2018

Statutory Reference: RSA 91-A:2, II, Access to Governmental Records and Meetings