

# POLICY

1995

1511

By-Laws

**SUBJECT:** Agenda Format

For regular Board meetings, the following agenda format may be used by the Superintendent and the President of the Board:

- a) Call to order, roll call, Pledge of Allegiance;
- b) Board procedures;
- c) Approval of minutes;
- d) Superintendent's reports;
- e) Financial Report;
- f) Personnel;
- g) Policies;
- h) Action items;
- i) Reports;
- j) Discussion time;
- k) Board communications and concerns;
- l) Adjournment;
- m) Public participation (additional items not on agenda/Comments from floor).

For special and emergency meetings, the regular meeting agenda format shown above may be shortened and/or adopted to fit the purpose of the meeting.