

Hamilton County Board of Education

| | | | |
|-------------------------------------------------|----------------------------------------|---------------------------|--------------------------|
| Monitoring: Review: Annually in September | Descriptor Term: Agendas | Descriptor Code: 1.403 | Issued Date: 02/15/07 |
| | | Rescinded: | Revised: 10/19/23 |

1
2 The Director of Schools shall be responsible for drafting an agenda for each Board meeting and for
3 submitting the draft agenda to the Board's Executive Committee at least one week before the regularly
4 scheduled Board meeting. At least 72 hours prior to any Board meeting, a Board member may request
5 that the Board Chair include a particular item on the meeting agenda; it is within the Board Chair's
6 discretion to include the item on the agenda unless more than one Board member makes the request.
7

8 For a regular board meeting, the agenda (which shall include the consent agenda), together with
9 supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled
10 date of the meeting. The agenda shall be available for public inspection and/or distribution when it is
11 distributed to the board members. At the beginning of each meeting, the Board shall, by a majority vote,
12 approve the agenda for the meeting, which may involve the addition to, or deletion of items previously
13 included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless
14 such action has been scheduled.
15

16 Staff members or citizens of the district may suggest items for the agenda. For items to be considered on
17 the agenda, they must be received in the Director of Schools' office 7 business days prior to the
18 scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any
19 background information to the Director of Schools' office so that the material will be included in the
20 delivery to the board members prior to the meeting.
21

22 **CONSENT AGENDA**

23
24 While developing the agenda, the chair and the Director of Schools shall identify routine or non-
25 controversial items to be placed on the consent agenda, which shall become a part of the regular agenda.
26 Such consent agenda items may include approval of overnight field trips, budget amendments, financial
27 information, minutes of regular or special Board meetings, updates of Board policies, personnel items,
28 bid recommendations, and grant submittals or applications. If any member objects to including an item
29 on the consent agenda, then that item shall be moved to the regular agenda as an action item requiring
30 discussion. Board members shall use their best efforts to advise the Board Chair at least 24 hours prior
31 to a meeting if there are any items that the member would like to remove from the consent agenda for
32 specific discussion and consideration by the Board. The remaining consent items shall be adopted in a
33 single vote without discussion.
34

35 **ANNUAL AGENDA**

36
37 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-
38 by-month actions required by law and those required to carry out the Board's annual goals and objectives
39 and the State Board of Education's performance standards.
40

41 _____
Legal References:

42 _____
Cross References: