

Murfreesboro City School Board

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| Monitoring: Review: Annually, in September | Descriptor Term: Agendas | Descriptor Code: 1.403 | Issued Date: 04/01/79 |
| | | Rescinds: BO 7 | Issued: 06/25/2406/23/26 |

1 AGENDA FORMAT

2 The meeting shall be conducted under an agenda developed by the Director and the Chair. The
3 following is the agenda format which customarily will be used:

- 4 1. Call to Order
- 5 2. Pledge of Allegiance
- 6 3. Moment of Silence
- 7 4. Public Comment
- 8 5. Approval of Agenda
- 9 6. Communications
- 10 7. Consent Items
- 11 8. Action Items
- 12 9. Reports/Information
- 13 10. Other Business
- 14 11. Adjournment

15 AGENDA PREPARATION

16 The Director of Schools shall prepare all agendas for meetings of the Board. In doing so, the Director
17 shall consult with the Board Chair and appropriate members of the Director's administrative staff.
18 Items of business also may be suggested by any Board member. The agenda shall identify which Board
19 member requested the item. The Director, Board Chair or Board Legal Counsel may add or remove
20 items to the agenda at any time before the approval of the agenda.

21 The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the
22 Director.

23 Public participation in Board meetings is subject to rules set forth in Board Policy 1.401- Public
24 Participation in Board Meetings.

25 If possible, the agenda and supporting materials shall be distributed to Board members sufficiently
26 prior to the board meeting so that members may have time to give careful consideration to items of
27 business. Provision of laptops to Board members will allow distribution of the agenda and supporting
28 documents electronically.

29 PUBLIC AVAILABILITY OF AGENDAS¹

30 For regular meetings of the Board, the Director shall ensure that the agenda is made available to the
31 public at no charge at least forty-eight (48) hours prior to the meeting. The agenda shall reasonably
32 describe the matters to be deliberated or acted upon during the meeting.

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1 The agenda shall be posted on the school system's website and otherwise made available in a location
2 accessible to the public as required by law. The Board may deliberate or act upon matters not listed on
3 the agenda when permitted by law and Board procedures; however, the Board shall not withhold
4 agenda items for the purpose of avoiding public disclosure of business to be considered by the Board.

5 **AGENDA APPROVAL**

6 The first action item on the agenda shall be the approval of the agenda. Before the Board approves the
7 agenda, a Board member may only make a motion to approve the agenda as written, to rearrange the
8 order of the agenda items, or to remove an item from the agenda. After the Board has approved the
9 agenda, ~~no discussion or action shall be taken by the Board except on the subjects covered by the~~
10 ~~approved agenda.~~ discussion and action shall generally be limited to the subjects addressed by the
11 approved agenda unless otherwise permitted by law and/or Board policies or procedures.

12 **CONSENT AGENDA**

13 While developing the agenda, the Chair and Director of Schools shall identify routine or
14 noncontroversial items to be placed on the consent agenda, which shall become a part of the regular
15 agenda. If any member objects to including an item on the consent agenda, that item shall be moved to
16 the regular agenda as an action item requiring discussion. The remaining consent items may be adopted
17 in a single vote without discussion.

18 **ANNUAL CALENDAR**

19 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-
20 by-month actions required by law and those required to carry out the Board's annual goals and
21 objectives, as well as policy monitoring review dates and the State Board of Education's performance
22 standards.

23 **OTHER BUSINESS**

24 "Other Business" is for the sole purpose of a Board member or the Director to discuss an item or issue
25 not included on the regular agenda that needs to be discussed prior to the next regularly scheduled
26 meeting.

27 During "Other Business," a Board member may move that such item or issue not be discussed or
28 considered until additional information is obtained.

29 **SPECIAL MEETING AGENDAS**

30 In the event of a special meeting, the Director shall furnish notice and an agenda of such meeting to
31 Board members. Other than the Director or Board Counsel bringing emergency items requiring action
32 prior to the next meeting, no other items shall be added to the agenda of a special meeting.

Legal References

1. JCA 8-44-110

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