

## AGENDA PREPARATION AND DISSEMINATION

The Superintendent, in consultation with the Chairman of the Board of Education, will prepare agendas for meetings of the Board.

Only the Superintendent and members of the Board of Education may place an item on the agenda.

However, any citizen, group of citizens, or organization may request that an item be included on the agenda. Should they desire an item be placed on the agenda, this item should be forwarded to the Superintendent or Chairman of the Board of Education at least eight days prior to the meeting at which it is requested that it be considered. The person, organization, or group requesting the item should forward any background information along with the request to be placed on the agenda. All material forwarded will be included in the Board package made available to Board of Education members prior to the meeting.

No person is entitled to take up business before the Board of Education unless the item appears on the agenda, or unless the Board, by a two-thirds vote suspends the rules of procedure to consider such item or items.

The agenda and all other meeting materials will be distributed to Board of Education members no later than 6:00 P.M. three calendar days before the meeting date **unless unforeseen circumstances require an adjustment to the timeline**. Copies of the agenda will be made available to the media and public upon request.

### AGENDA FORMAT

The Superintendent, conferring with the Board President, will be responsible for arranging the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Board will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, or individuals appearing before the Board. The following will be the order of business at regular meetings of the Board:

- 1) Call to order
- 2) Roll call
- 3) Consent Agenda
- 4) Communications
- 5) Personnel (if needed)
- 6) Public Forum
- 7) Old Business
- 6) New Business

- 7) Standing Committees and Individual Reports
- 8) Adjournment.

Posting of Agenda

- A. At least twenty-four (24) hours prior to the time of the regular (or special) meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.
  
- B. An agenda will be posted at the Town Hall, the Administrative Offices of the Board of Education and the Plainfield Public Schools' website, [www.plainfieldschools.org](http://www.plainfieldschools.org)
  
- C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board members present and voting.

Legal Reference: Connecticut General Statutes

- 1-225 Meetings of government agencies to be public
- Recording of votes. Schedule and agenda of meetings to be filed.
- Notice of special meetings. Executive sessions.

Adopted: 6/9/87

Revised: 11/14/07

Reviewed: 12/12/07

Revised: 5/8/13