

## **Agenda Preparation and Dissemination**

**0166.00**

The district administrator, under the direction of the Board President, shall prepare all agendas for meetings for the Board. In doing so, the administrator shall consult as appropriate with other Board members and with members of the administrative staff.

Any Board member, staff member, or citizen of the district may suggest items of business. The inclusion of these items shall be at the discretion of the district administrator or the Board President based upon time restrictions and the interests of the district.

The Board shall follow the order of business set up by the agenda unless altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if such discussion and action may be legally undertaken. The Board, however, may not revise policies or adopt new ones unless such action has been scheduled.

The agenda, together with supporting materials, shall be distributed to Board members at least two days prior to the meeting of the Board, so as to permit members to give items of business careful consideration. In order to augment the open meeting law notice, the agenda shall be made available to the media and to any other persons upon request.

Legal References:                      WI Statutes Section    19.84

Cross References:                    0124.00              Board Policy Formation and Adoption  
   0165.00              Public Notification of Board Meetings

Approved:                                May 11, 1987

Revised: