

## **1.4 -- AGENDA**

The Superintendent shall prepare, or cause to be prepared, an agenda for all regular meetings of the Board of Education. Items of business may be suggested by Board members, administrative staff, employees, school patrons, or lay citizens of the School District for inclusion on the agenda. Agenda items proposed by school patrons and lay citizens shall be submitted in written form and received in the office of the Superintendent at least seven (7) calendar days prior to the meeting date.

Items of business may not be suggested from the floor for discussion except at the discretion of the President or by a majority vote of Board members present.

The order of business at a regular meeting of the Board of Directors shall be:

1. Call to Order
2. Roll Call\*
3. Procedural Matters
4. Reports and Recognitions
5. Approval of Routine Matters
6. Division Business Items
7. District Operations
8. Superintendent's Report
9. Personnel Report
10. Adjournment

Ref: A.C.A. 6-13-619

Approved by Board of Education 2/11/86

Amended by Board of Education: 12/14/99