

2025.                    ADMINISTRATIVE REGULATIONS ON BOARD AGENDAS

2025.1            The Superintendent-President, or designee, shall be responsible for administering these regulations.

2025.2            Agendas will be developed by the Superintendent-President in consultation with the Board President.

2025.3            The order of business on agendas may be reordered by consent of the Board.

2025.4            Board packets shall be forwarded in advance to Board members, executive team members, and employee group representatives. The Board agenda and documents will also be made available on the District’s website under the Board of Trustees.

2025.5            Requests for mailed copies of agendas or agenda packets must be in writing and will be valid for the calendar year in which the request is filed. Written requests must be renewed following January 1 of each year. Mailed agendas shall be distributed by postal mail at the time an agenda is posted. Fees shall be established for mailing the agenda or agenda packet and shall not exceed the cost of providing the service.

2025.6            In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent-President recommends approval. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

2025.7            Members of the Board may place items on the agenda which relate directly to District business by submitting them to the President of the Board or to the Superintendent-President five (5) calendar days prior to the regular meeting. Items received less than five (5) calendar days prior to a regular meeting of the Board or during the call for New Business shall be heard at the next regular meeting of the Board.

2025.8            Individual Board member requests for staff reports and/or data research – recognizing the time and expense expended by staff in preparing reports and/or researching data the following shall apply:

- Any Board member desiring staff reports and/or data research shall request placement of the item on a future agenda under “new business” for Board consideration.



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- Either a Board majority or a consensus of the Board is necessary to give direction to the Superintendent-President to prepare such a staff report and/or data research.

Adopted: November 13, 2012

