

**M.S.A.D. #12 POLICY  
AGENDA**

**Agenda Preparation and Dissemination**

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. Board members, school unit staff, groups or organizations, and members of the public may submit written requests to the Board through the Board Chairperson (Board President) or the Superintendent (Board Secretary) for items to be placed on the agenda. The request must be received a minimum of ten days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

The agenda will be distributed to Board members, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the Board and no later than three days (72 hours) prior to a special meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office, post office and school website. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

**Additions and Adjustments to the Agenda**

After the meeting has been called to order, the Superintendent or Board Chair may recommend additions and/or adjustments to the agenda of a regular meeting or special meeting.

Any Board member who wishes to add an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote.

All additions to the agenda must be approved by a majority vote of the members present and voting.

In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business.

Cross Reference: BE—School Board Meetings  
BEDB-R—Agenda Format

Adopted: August 17, 2004  
Revised: January 21, 2015