

Multnomah Education Service District

Code: **BDDB/BDDC**

Adopted: 8/05/80

Revised/Readopted: 9/20/94; 4/19/05; 7/19/05;
9/20/05, 2/19/08; 9/21/10;
4/23/14

Orig. Code(s): 2210.1; 2210.1-1A

Board Meeting Agenda

The Board Chair, Vice Chair and the Superintendent shall prepare an agenda for all meetings of the Board.

Items of business may be suggested by any MESD staff member, student or citizen living within the MESD boundaries by notifying the Superintendent at least five working days prior to the meeting.

Items of business suggested by any Board member shall be added to the agenda by submitting the request to the Board Chair and Superintendent at least 10 working days before the meeting. Any item requested by a Board member must be placed on the agenda. If the request is made less than 10 working days before the meeting, it may be held over to the next meeting because of lack of the required prior notice. If the request is made less than 10 days before the meeting, the Board Chair may decide to include the item on the agenda of that meeting.

The agenda shall be established following a general order established by Board resolution. Opportunities for public comment from the audience to be heard shall be included per Board Policy BDDH and Administrative Regulation BDDH-AR Public Participating in Board Meetings. The Board will follow the order of business set by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, shall be available to Board members at least two full working days prior to the meeting. The agenda shall be posted to the MESD website and available to the media, interested patrons and staff at the same time it is available to Board members.

A copy of the agenda shall be posted in the MESD office building on the day of the meeting. Members of the public may request a copy of the agenda from the Superintendent's office. All minutes shall be available to the public within a reasonable time after the meeting and may be requested from the Superintendent's Office.

Copies of the agenda for the press and public shall not contain any confidential information included in the Board members' packets.

Upon request, at least 48 hours prior to and/or following a public meeting, individuals visually impaired shall receive an agenda and any related supporting materials or minutes made available to the general public in an appropriate alternative format.

MESD shall ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act. Appropriate auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration shall be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications shall be used.

Auxiliary aids and services for persons with disabilities shall be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

[ORS 192.640](#)

[ORS 334.100](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Americans with Disabilities Act Amendments Act of 2008.

MESD Policy Cross Reference(s):

ACA - Americans with Disabilities Act
BBAA - Individual Board Member's Authority and Responsibilities
BCB - Board Officer
BCD - Board-Superintendent Relationship
BD/BDA - Board Meetings/Regular Board Meetings
BDB - Special and Emergency Board Meetings
BDC - Executive Sessions
BDD - Board Meeting Procedures
BDDA - Notification of Board Meetings
BDDG/BDDK - Minutes of Board Meetings
BDDH - Public Participation in Board Meetings
BDE - Public Hearings
BG - Board-Staff Communications