

## **Agenda Preparation and Dissemination**

The superintendent shall prepare all agendas for meetings of the Board, in consultation with the Board chairman and appropriate members of the district staff.

Items of business may be suggested by any Board member, staff member, student or citizen of the district by notifying the superintendent at least 14 working days prior to the meeting. The inclusion of items suggested by staff members, students or citizens shall be at the discretion of the superintendent. The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board shall follow the order of business established by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon only if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda, together with supporting materials, shall be distributed to Board members at least five calendar days prior to the Board meeting to permit them to give items of business careful consideration. The agenda and appropriate agenda materials shall also be made available to the press; to representatives of community, staff and student organizations; and to others upon request.

The district will 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 may include large print, Braille, audio recordings and readers. Primary consideration will 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 will be used.

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

END OF POLICY

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**Legal Reference(s):**

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

**Cross Reference(s):**

BDDG - Minutes of Board Meetings

BDDH - Public Participation at Board Meetings