

**South Umpqua  
School District 19**

Code: **BDDC**  
Adopted: 1/16/02  
Revised/Readopted: 6/07/17  
Orig. Code(s): BDDC

**Board Meeting Agenda**

The Board chair, with the assistance of the superintendent, will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by Board members, the superintendent, administration, staff members, students or patrons of the district for inclusion on the agenda. Business items suggested shall be submitted in writing and received in the office of the superintendent at least six working days before the meeting in order to ensure inclusion on the written agenda.

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 will follow a general order established by the Board. Opportunities for the audience to be heard will be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be suggested for discussion and/or action at that same meeting at the discretion of the Board chair or the majority of Board members present.

The agenda shall be prepared and sent to members of the Board, news media and others as may be determined, two days prior to the date of the regular meeting and, if practicable, two days prior to special meetings.

The minutes of the previous meeting(s) shall be in the hands of all Board members at least two days prior to the regular meeting. The only exceptions that shall be made are for special meetings which are called within this time limit.

Reference items which may be needed for clarification or examination shall be in readiness prior to the meeting.

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, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request of the person with a disability in the selection of the appropriate auxiliary aid and/or service. Should the Board demonstrate such a request would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternate, equally effective communication 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 192.630](#)

[ORS 192.640](#)

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.

**Cross Reference(s):**

BDDG - Minutes of Board Meetings