

# Willamette Education Service District

Code: **BDDC**  
Adopted: 7/8/03  
Readopted: 3/8/05; 6/08/10

## Board Meeting Agenda

The Board chair or his/her designee and the Superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student, or citizen of the ESD by notifying the Superintendent at least five working days prior to the meeting.

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 be established following a general order established by Board. Opportunities for the audience to be heard will be included. 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 discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed to Board members at least two full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the Superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted on the day of the meeting. Members of the public may request a copy of the agenda at the Superintendent's office.

The ESD 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 available to ensure equally effective communications with qualified disabled persons may include large print or Braille. Primary consideration will be given to the requests of the disabled person(s) 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 disabled persons will be available at no charge to the individual.

END OF POLICY

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**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).

**Cross Reference(s):**

BDDG - Minutes of Board Meetings

BDDH - Public Participation in Board Meetings