

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>AGENDA PREPARATION AND DISSEMINATION</b>	<b>Descriptor No:</b>  <b>BO 7</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b><i>Reviewed/Revision Adopted:</i></b>  <b>9/93; 2/00; 2/01; 7/08; 2/09; 2/11</b>	

1     **I. AGENDA FORMAT**  
2

3     The meeting shall be conducted under an agenda developed by the Director. The following is  
4     the agenda format which customarily will be used:

- 5
- 6         o     Call to Order
- 7         o     Pledge of Allegiance
- 8         o     Moment of Silence
- 9         o     Approval of Agenda
- 10        o     Communications
- 11        o     Consent Items
- 12        o     Action Items
- 13        o     Reports/Information
- 14        o     Other Business
- 15        o     Adjournment
- 16

17     **II. AGENDA PREPARATION**  
18

- 19     a.     The Director of Schools shall prepare all agendas for meetings of the Board. In doing so,  
20         the Director shall consult with the Board Chair and appropriate members of the Director's  
21         administrative staff. Items of business also may be suggested by any Board member.  
22         The agenda shall identify which Board member requested the item. The Director, Board  
23         Chair or Board Counsel may add or remove items to the agenda at any time before the  
24         approval of the agenda.
- 25     b.     The inclusion of items suggested by staff members, students, or citizens shall be at the  
26         discretion of the Director.
- 27     c.     Public participation in Board meetings is subject to rules set forth in BO 8--Public  
28         Participation in Board Meetings.
- 29     d.     If possible, the agenda and supporting materials shall be distributed to Board members  
30         sufficiently prior to the board meeting so that members may have time to give careful  
31         consideration to items of business. Provision of laptops to Board members will allow  
32         distribution of the agenda and supporting documents electronically.
- 33
- 34
- 35

36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73

### III. AGENDA APPROVAL

- a. The first item on the agenda shall be the approval of the agenda. Before the Board approves the agenda, a Board member may only make a motion to approve the agenda as written, to rearrange the order of the agenda items or to remove an item from the agenda. After the Board has approved the agenda, no discussion or action shall be taken by the Board except on the subjects covered by the approved agenda.

### IV. CONSENT AGENDA

- a. While developing the agenda, the Chair and Director of Schools shall identify routine or noncontroversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items may be adopted in a single vote without discussion.

### V. ANNUAL CALENDAR

- a. At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals and objectives, as well as policy monitoring review dates and the State Board of Education's performance standards.

### VI. OTHER BUSINESS

- a. "Other Business" is for the sole purpose of a Board member to request that an item or issue be placed on the next meeting's agenda. No discussion of the item or issue shall take place when brought up during "Other Business".
- b. During "Other Business," a Board member may request that such item or issue be placed on the next agenda for the next or subsequent Board meeting in the appropriate category.

### VII. SPECIAL MEETING AGENDAS

In the event of a special meeting, the Director shall furnish notice and an agenda of such meeting to Board members. Other than the Director or Board Counsel bringing emergency items requiring action prior to the next meeting, no other items shall be added to the agenda of a special meeting.