

BOARD AGENDA

Code **BEDB** Issued **9/14**

Purpose: To establish the basic structure for board preparation of and adherence to its meeting agenda.

The superintendent, in cooperation with the board chair, will prepare the agenda for regular, called, special or rescheduled meetings. The agenda will include items the board will address in performing its duties as the governing body of the school district in accordance with board policy. The agenda will include references to board policy, where appropriate.

Items of business may be suggested by board members and/or staff members. To be considered for placement on the agenda, an item must be within the scope of the board's duties, must be timely and must be appropriate for consideration. The written request (electronic or paper) must be received a minimum of six business days prior to the desired meeting for it to be reviewed for the agenda. The superintendent and board chair will decide whether or not to include those items. The final agenda must be approved by the board. If approved, the agenda will allow time for the remarks of persons who have requested to appear before the board.

The board will follow the order of business set by the agenda, unless the order is altered by a majority vote of the members present. Option: The board may amend the agenda during a regularly scheduled meeting by a majority vote of the members present. In general, items of business not on the agenda should not be added unless unanticipated; however, items of an emergency or urgent nature will be considered. Items of business not on the agenda in general should not be added to the agenda and acted upon by the board; however, items of an emergency or urgent nature may be considered pursuant to the South Carolina Freedom of Information Act.

Materials distributed to the board which reflect staff recommendations in their final form are open to the public unless exempt from disclosure by law. Materials of a personal nature such that public disclosure would constitute unreasonable invasion of personal privacy are exempt from public disclosure.

Anyone desiring additional information regarding an agenda item should direct inquiries to the office of the superintendent.

Adopted 7/1/75; Revised 11/20/78, 8/13/91, 8/10/04, 9/11/12, 9/9/14

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 30-4-80 -Notice of meetings of public bodies; posting of agendas.
- B. S.C. Court Cases
 - 1. *Lambries v. Saluda Cnty. Council*, No. 27400, 2014 WL 2765640 (S.C. June 18, 2014).