

203.5 BOARD OF DIRECTORS MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the Board of Directors meeting agenda to ensure that the Board of Directors can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the Board of Directors is that agency board meetings shall be conducted in a manner to allow the Board of Directors to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all Board of Directors members may provide input, it shall be the responsibility of the Board of Directors chair and executive director to develop, prepare, and arrange the order of items for the tentative Board of Directors meeting agenda for each Board of Directors meeting.
- B. Persons wishing to place an item on the agenda must make a request to the Board of Directors chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and executive director shall determine whether to place the matter on the tentative agenda.

[Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the Board of Directors members three (3) days prior to the scheduled Board of Directors meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the Board of Directors meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the Board of Directors or its employees and: (i) distributed at the meeting to all members of

the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the Board of Directors considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)