

## BOARD MEETINGS

### Section 7 - Agenda

#### A. Agenda Construction

Control of the agenda is the responsibility of the president. The administrator is responsible for preparing agendas, subject to modification by the president. In addition to the agenda, the administrator shall prepare such supplementary reports, summaries or other support materials which aid the Board of ESU #13 in the conduct of its meeting. Any Board member may suggest agenda items to be placed on the agenda.

Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. Failure to list an item on the agenda shall not preclude its introduction at the meeting, but action to include it will require the unanimous consent of the Board, provided statutory requirements have otherwise been met. Final action will not be taken on items of new business introduced at a meeting that have not been on the agenda. Such matters will be referred to the staff for recommendations for action at subsequent meetings.

Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting.

In general practice, whenever a teacher or other employee, resident of ESU #13, patron, pupil or person having business with ESU #13 makes a request to a Board member as an individual for some action or a change in some action on the part of the staff members, employees, or the Board, the Board member should be willing to listen to such requests but should not commit himself/herself to a course of action until the matter is presented at a Board meeting. The Board member should also urge the person to discuss the matter with the administrator.

The Board shall not act on any matter unless the same is on the agenda for the meeting.

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| Legal Reference:  | Nebraska Statute: 84-1411 (1) |
| Date of Adoption: | 6/18/19                       |
| Updated:          |                               |

#### B. Agenda Availability

The agenda for each meeting shall be kept continuously current. The agenda shall be readily available for public inspection at the principal office of ESU #13 during normal business hours.

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| Legal Reference:  | Nebraska Statute: 84-1411 (1) |
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| Updated:          |                               |

C. Consent Agenda

In order for a more efficient administration of Board meetings, the Board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature. Consent agenda items are approved en masse by one vote of the Board. The consent agenda items shall be separately recorded in the minutes.

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|-------------------|---------|
| Legal Reference:  |         |
| Date of Adoption: | 6/18/19 |
| Updated:          |         |