

## **204.10 Board Meeting Agendas**

### **Policy**

The Board has authority under the School Act to establish rules governing its internal procedures and its meetings. Board meeting agendas should be prepared and distributed in such a way that:

- agenda items deal with matters which are important to the Board and the District,
- Trustees are provided with background information on agenda items,
- Trustees have adequate time to review the agenda package prior to the meeting,
- opportunity is provided for members of the staff, student body or public to address the Board,
- schools, school councils and the local media receive agendas prior to meetings, and
- additional items can be placed on the agenda, with the approval of the Board, at the meeting.

The Board directs that agendas for all meetings of the Board be developed and distributed in accordance with the following regulations.

### **Regulations**

1. The agenda shall be prepared by the Chair and/or Vice Chair of the Board in consultation with the Superintendent.
  - 1.1. The agenda shall serve as the order paper.
2. Individual Trustees have the right to place items on the agenda for Regular Meetings or scheduled In Camera Meetings.
  - 2.1. Items shall be placed on the agenda through the Chair or the Superintendent.
  - 2.2. The Trustee shall specify the nature of the issue and provide necessary background information.
  - 2.3. Deadline for submission shall normally be 12:00 noon on the Wednesday preceding the scheduled meeting.

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3. Each item on the agenda shall be supported by
  - 3.1. a background/briefing document, and
  - 3.2. a recommendation for action.
4. Agenda packages shall normally be provided to Trustees:
  - 4.1. For Regular Meetings – on the Friday preceding the meeting, and
  - 4.2. For Special Meetings – at least twenty-four (24) hours prior to the meeting.
5. Agenda packages shall be made available on the District website:
  - 5.1. For Regular Meetings – at least forty-eight (48) hours prior to the meeting, and
  - 5.2. For Special Meetings – as soon as practical.
6. Individuals and delegations may request an appointment with the Board.
  - 6.1. Requests shall be made through the Chair or the Superintendent.
  - 6.2. Deadline for requests shall normally be 12:00 noon on the Wednesday preceding the scheduled meeting.
  - 6.3. Appointments shall normally be limited to fifteen (15) minutes.
7. A Public Forum session shall be scheduled in the agenda of each Regular Meeting.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy

### **References**

Alberta School Act: Sections 60, 61, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75  
District Policies: 204.2 Regular Board Meetings, 204.3 Special Board Meetings, 204.6 Organizational Meetings, 204.4 In Camera Board Meetings, 204.9 Board Meeting Procedures