

## **Agenda**

To expedite the Board's proceedings and provide a framework for the orderly conduct of business, the superintendent in cooperation with the Board president shall prepare an agenda outlining the matters to be brought to Board attention at meetings.

The Board shall follow the order of business set by the agenda unless the order is altered or new items added by vote of the Board during the meeting. The Board may add to or take action on matters not appearing on the printed agenda at regular meetings only by unanimous vote of Board members present. Items may be added to the agenda of a special meeting only when all Board members are present and cast a unanimous vote.

### **Consent grouping**

A consent grouping on the agenda shall be used for those items which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

### **Agenda format**

The order of business at regular meetings shall be as follows:

1. Roll call/additions or corrections to agenda
2. Approval of minutes from previous meeting
3. Audience comments and questions
4. Board member reports and requests

5. Superintendent's report /communications
6. Principal's report
7. Old business
8. New business
9. Financial report
10. Adjournment

Adopted: June 12, 1979

Revised: December 8, 1992

LEGAL REF.: C.R.S. 22-32-108 (4)

Swink School District #33, Swink, Colorado