

NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

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 are added in accordance with this policy. At regular and special meetings, the Board may add to or take action on matters not appearing on the posted agenda if the item is reasonably related to the subject matter on the posted agenda or if an exigency exists. Amending the agenda of a regular meeting requires a majority vote of Board members present. All Board members must be present and cast a unanimous vote to amend the agenda of a special meeting.

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

NOTE: This is a suggested order, but is not required by law. Each board should determine the order that works best for it.

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

1. Call to order
2. Roll call
3. Executive Session (if needed)
4. Pledge of Allegiance
5. Approval of Agenda
6. Consent Agenda
7. Items from the Audience
8. District Reports
9. Discussion Items

10. Action items

11. Adjournment

Adopted: 10/11/90

Revised: 07/19/12, 05/07/13, 09/12/13

LEGAL REFS.: C.R.S. 22-32-108 (4) *(board meetings)*

C.R.S. 22-32-108 (7)(a) *(a board member who participates electronically in conformance with the board's policy on electronic meeting participation is considered "present")*

C.R.S. 24-6-402 (2)(c) *(notice of meeting "shall include specific agenda information where possible")*

CROSS REFS.: **BEAA***, **Electronic Participation in School Board Meetings**

BEDA, Notification of School Board Meetings

BEDH, Public Participation at School Board Meetings