

## **INTERNAL BOARD POLICIES**

### **Construction and Posting of Agenda**

1. **Construction of Agenda**
  - A. The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each meeting.
  - B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
    - 1) This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.
    - 2) At least three (3) Board members must agree to the additional agenda item before it will be placed on the agenda.
  - C. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:
    - 1) Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.
    - 2) The Secretary of the Board will present the written request to the Board at its next regular meeting.
    - 3) If at least three (3) Board of Education members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education.
    - 4) The Board of Education will decide at which future regular meeting date the item will appear on the agenda.
2. **Posting of Agenda**
  - A. At least twenty-four (24) hours prior to the time of the regular (or special) meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.
  - B. An agenda will be posted at Town Hall and the Administrative Offices of the Board of Education.
  - C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

**ADOPTED 01/27/00**

**REVISED \_\_\_\_\_**