

## Proposed Agenda and Consent Agenda

### Proposed Agenda

The board secretary will be responsible for preparing the proposed agenda for each meeting in consultation with the board *chair/president*. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be provided to each board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting.

At a special meeting final action may be taken only on that business contained in the notice of the special meeting.

### Consent Agenda

To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item which appears on the consent agenda may be removed on request by a member of the board and placed on the regular agenda. The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Cross Reference:	Board Policy 1400 6020 6215	Meeting Conduct, Order of Business and Quorum System of Funds and Accounts Voucher Certification and Approval
Legal References:	RCW 42.30.080	Special meetings
Management Resources:	<i>Policy News</i> , June 2012	Special Meetings Requirements