

BEDBA ©
AGENDA PREPARATION AND
DISSEMINATION

Regular Meetings

The Superintendent, Governing Board President, and another Board member when possible, shall prepare the agendas for Governing Board meetings. The Superintendent may place an item on the agenda, in consultation with the Board President, and an item shall be placed on the agenda upon the request of two (2) Governing Board members.

Employees and constituents of the District may request that items be placed on the agenda. Any such request must be received by the Superintendent at least three (3) weeks prior to the Board meeting for which the item is requested to be on the agenda. Requests must be in writing.

- The inclusion on the agenda of employee or constituent requests shall be at the discretion of the Governing Board President, after consultation with the Superintendent. If a request is denied, the person making the request will be so notified. Due to time or other constraints, or the length of the agenda for any specific meeting, it also is possible that an employee or constituent request may be granted, but for a later meeting.
- Generally, a request by an employee or constituent for inclusion on the agenda will not be granted if the employee or constituent has not first attempted to resolve the issue through administrative channels, up to and including the Superintendent.

Upon request, copies of the agenda shall be available to the public and the press.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

These procedures may be altered by the Superintendent during an emergency or when compliance would be impractical. However, the Superintendent shall comply with all legal requirements in scheduling special meetings.

Adopted: February 13, 2007

LEGAL REF.:
A.R.S.
[38-431](#) *et seq.*