

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: AGENDA PREPARATION/ADVANCE DELIVERY OF MEETING MATERIAL

The Chief School Administrator and the Board President shall prepare the agenda for all meetings of the Board. In doing so, they shall consult the Board Secretary.

Items of business suggested by any Board Member, staff member, or citizen of the district may be included at the discretion of the Chief School Administrator and Board President. The agenda shall always allow time for the remarks of citizens, staff members, or pupils who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting. At a regularly scheduled meeting, notice of which has been provided in the annual schedule of meetings, items of business not on the agenda may be discussed and acted upon if a majority of the Board present and voting agrees to consider them. However, existing Board policies and bylaws may not be revised or new ones adopted unless the proposals are on the written agenda.

The agenda, together with supporting materials, shall be distributed to Board Members sufficiently prior to the Board meeting to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of community and staff groups, and others, upon request.

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)

**Possible
Cross References:** 1120 Board of Education meetings
 9311 Formulation, adoption, amendment of policies
 9312 Formulation, adoption, amendment of bylaws

Adopted: November 21, 1983
Revised: April 10, 1995