

AGENDA FORMAT/PREPARATION AND DISSEMINATION

To expedite the business of the School Committee, the Superintendent, in cooperation with the Chairperson and administrative staff, will prepare an agenda outlining the matters to be brought to the Committee's attention. The Vice Chair is also invited to attend the agenda review meeting. The basic format of the agenda will be developed by the School Committee. The agenda review meeting will take place at 9 a.m. in the Superintendent's office on the Wednesday before the regular School Committee meeting.

No topic or items of business may be added to the meeting agenda during a Committee meeting unless it is agreed to by a majority of the Committee as an urgent-need item by vote of the members present.

Topics brought to the table during a meeting shall be considered as possible agenda items at a subsequent Committee meeting. The Superintendent will comment as to which future meeting said item will be placed on the agenda for Committee consideration.

The agenda for regular meetings of the School Committee will be delivered to all members a least four days prior to the meeting. Only very important or emergency items may be added after that time. Such items will be included in the Superintendent's report.

The Committee shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. The Committee, however, may not revise policies, adopt new ones, or act on delegation items, unless such action has been scheduled.

Agendas of all meetings will be sent to the City Hall for posting at least 48 hours in advance.

LEGAL REF.: Agawam City Charter, 9-11 (b)