## **BOARD MEETING PROCEDURES**

Each Board of Education meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The order of business at each regular meeting shall be as follows:

- 1. Call to order
- 2. Pledge of Allegiance
- 3. Approval of minutes of previous meeting
- 4. Treasurer's Report
- 5. Superintendent's Report
- 6. Committee Reports
- 7. Questions & Comments from Visitors
- 8. New Business
- 9. Other Business
- 10. Representatives of Organizations
- 11. Future Board Meetings
- 12. Adjournment

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority and voting for the proposed change in the regular order of business.

A copy of the agenda shall be posted in a conspicuous place at each regular monthly meeting of the Board.

The Board may adjourn a regular or special meeting at any place in the agenda providing arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

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