

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name AGENDAS 209

Board Approved: March 12, 1999 *Reviewed: April 25, 2006* *Review Prior To: December 2011*

POLICY

It shall be the policy of the Superior-Greenstone District School Board that an agenda be prepared for each meeting.

PROCEDURES

1.0 Regular Meetings

- 1.1 The Director of Education will be responsible for producing the agenda and for clearing it in advance with the Chair of the Board.
- 1.2 Trustees or officials who wish to have an item placed on the agenda will provide this information to the Director.
- 1.3 Agendas, together with supporting material, will be sent electronically so as to arrive in Trustee hands at least 48 hours in advance of the meeting.
- 1.4 The process outlined in this policy may be employed at the discretion of the chair of any board committee.

2.0 Special Meetings

- 2.1 Agendas for special meetings called by the Chair will be provided in advance, when possible.
- 2.2 Items not on the agenda will not be introduced at the meeting.
- 2.3 Any Trustee may request a special meeting by contacting the Chair.
- 2.4 The Chair calling a special meeting will do so in consultation with the Director.

3.0 Other

- 3.1 All provisions outlined herein are subject to the Board's Procedural By Laws.