

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name AGENDAS 209

Board Approved: December 5, 2011
March 12, 1999

Reviewed: September 26, 2011
April 25, 2006

Review By: December 2016

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 forwarded electronically prior to the meeting a minimum of five (5) days wherever possible except in extenuating circumstances.
- 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- The Chair calling a special meeting will do so in consultation with the Director. The Chair will then poll the remaining trustees to ensure that the majority desire the meeting and forward supporting material electronically prior to the meeting a minimum of five (5) days wherever possible, except in extenuating circumstances.
- 2.4 The Chair may call a special meeting upon the written request of no fewer than a majority of the Members of the Board

3.0 Other

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