SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BOARD AND ADMINISTRATION	
Policy Name	AGENDAS	209

Board Approved:	*September 27, 2016* *December 5, 2011* *March 12, 1999*	*Reviewed:* *Deferred*	*June 7, 2016* *April 5, 2016* *September 26, 2011* *April 25, 2006*	*Review By:* *December 2025* ~~*December 2021*~~

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 All matters to be placed on the agenda of a Regular Board Meeting are subject to the approval of the Chair. All such requests shall be granted by the next available meeting.

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 Chair and 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 Board members who require information, are required to submit their request in writing to the attention of the Chair two weeks prior to an upcoming Board meeting.

3.2 Board members who wish to have a report compiled by Senior Administration, are required to put the request in the form of a motion where a trustee can second the request and majority support of trustees is recorded. *Notice along with supporting materials shall be forwarded to the Director/Chair a minimum of two weeks in advance of a board meeting whenever possible prior the next scheduled board meeting."*