



Long Valley Charter School

Imagine-Achieve-Inspire

Agenda Construction

Approved by: Board of Directors

Date: Jan 17, 2017

Number: 7002

Board Governance Policies

Purpose: Guidelines for Board Meeting agenda structure

Definitions: A detailed list of elements for each agenda

Procedures:

A. General

1. The Director, working with the Governing Board President, shall prepare an agenda for each meeting (regular, special and/or emergency) of the Board.
2. When constructing the agenda, the Board President and Director, will decide whether an item is within the subject matter jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or closed session.
3. All agendas shall include the date, time and location of the meeting. Each business item on the agenda shall include a brief description of the matter to be transacted or discussed.
4. All agendas shall be posted as required by law.

B. Items from Board Members of Members of the Public

1. Any Board Member may place an item on the agenda for a regular meeting.
2. The proposed agenda item shall be submitted in writing to the Director and described as required by Government Code 54954.2.
3. Absent unusual circumstances, the item shall be placed on the agenda for the next regular meeting if submitted not less than seven (7) work days in advances of the regular meeting.

C. Public Input on Matters Not on the Agenda

1. Each regular meeting agenda shall include an item that permits members of the public the opportunity to testify on matters not on the agenda by within the jurisdiction of the Board.
2. The Board shall not take action on such matters at that meeting.
3. All public communications with the board are subject to requirements of relevant Board policies and administrative regulations.
4. Board Members shall review agenda materials before each meeting. Individual members may confer directly with the Director (or designee) to obtain specific information on agenda items.

Legal Ref: Government Code: 54954.2 Agenda posting requirement; board action

54954.3 Agenda item allowing public input

54956.5 Emergency meetings

54957.5 Public Records

Brown Act 2000

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