Policy

**BOARD AGENDA**

*Code* **BEDB** *Issued* **DRAFT/18**

The superintendent, in cooperation with the board chair, will prepare the agenda for each meeting of the board. The agenda will include items the board will address in performing its duties as the governing body of the district in accordance with board policy. The agenda will include references to board policy, where appropriate.

Items of business may be suggested by board members, staff members, or the public. To be considered for placement on the agenda, an item must be within the scope of the board’s duties, must be timely, and must be appropriate for consideration. The written request must be received by the superintendent or board chair a minimum of (*option*: *six, ten, etc.*) business days prior to the desired meeting for it to be reviewed for the agenda. The board chair, in consultation with the superintendent, will decide whether or not to include requested items. If (*option: three or more, a majority of, etc.)* board members request addition of an item, it will be added to the agenda. The final agenda will be approved by the board at the start of each board meeting.

The board will follow the order of business set by the agenda unless the order is altered by a majority vote of the members present. The board may amend the agenda during any meeting by a two-thirds vote of the members present if the matter is a discussion item. If the matter is one in which final action will be taken without prior notice to the public, the agenda may only be amended by a two-thirds vote and a finding via a vote that an emergency or exigent circumstance exists.

Materials distributed to the board which reflect staff recommendations in their final form are open to the public unless exempt from disclosure by law. Materials of a personal nature such that public disclosure would constitute unreasonable invasion of personal privacy are exempt from public disclosure.

Anyone desiring additional information regarding an agenda item should direct inquiries to the superintendent.

Adopted ^

Legal References:

A. S.C. Code of Laws, 1976, as amended:

1. Section 30-4-80 - South Carolina Freedom of Information Act; posting of agendas.
2. S.C. Cases:
3. *Atkins v. Wilson*, 417 S.C. 3, 788 S.E.2d 228 (S.C. Ct. App. March 9, 2016, revised June 29, 2016).
4. *Brock v. Town of Mount Pleasant*, 415 S.C. 625, 785 S.E.2d 198 (2016).
5. *Donohue v. City of North Augusta*, 412 S.C. 526, 773 S.E.2d 140 (2015).
6. *Lambries v. Saluda Cnty. Council*, 409 S.C. 1, 760 S.E.2d 785 (2014).
7. Attorney General’s Opinion:
8. S.C. Att’y Gen. Op. (September 5, 2018) - Definition of emergency/exigent circumstance; statutory deadlines cannot be deemed emergencies.