

Agenda Format - Preparation & Dissemination

The order of business during any meeting of the Board shall be determined by an agenda prepared by the Administrative Director.

Members of the staff or public who wish to have a particular item(s) placed on the agenda, or who desire to make a presentation to the Board, may make these requests to the Administrative Director. Agenda requests must be submitted no later than seven (7) days prior to the scheduled Board meeting.

The agenda, together with supporting materials, shall be sent to Board members by the Administrative Director at least three days prior to the Board meeting, to permit them to give items of business advance study.

The agenda shall be distributed to interested organizations and agencies that request copies.

The Board shall follow the order of business set up by the agenda. By majority vote of members of the Board present at the meeting, the agenda may be amended.

Guests appearing before the Board may be given preference over other agenda items.