

# BEDBA - AGENDA FORMAT

In order to provide reasonable notice of the business to be conducted and to achieve consistency in the order of its meetings, the Board has adopted the following agenda format for its regular and special meetings. Additions and/or adjustments to the agenda for a particular meeting may be made during that meeting in accordance with Board policy. The agenda format may be altered only by vote of the Board and in a manner consistent with its policy adoption process.

[SCHOOL BOARD NAME]  
[TYPE OF MEETING]  
[DATE]  
[TIME]  
[PLACE]

Call to Order/Pledge of Allegiance

- I. Adjustments to Agenda
- II. Approval of Minutes
- III. Comments by Student Representatives
- IV. Comments by the Public on Agenda Items
- V. Presentations
- VI. Administrative Reports
- VII. New Business
- VIII. Committee Reports
- IX. Request for Future School Board Meeting Items
- X. Upcoming Meetings
- XI. Consideration to Adjourn

The order of business may be altered or items added or deleted from the agenda by a majority vote of the Board members present and voting. The Board may choose to limit public participation to items on the agenda.

## Cross Reference:

- [BEDB – Agenda](#)
- [BEDH – Public Participation at Board Meetings](#)

## ADOPTED:

- April 9, 2013

## REVISED:

- April 4, 2019

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