

**Policy BDDB-2: AGENDAS**

**Status: ADOPTED**

**Original Adopted Date:** 01/01/2000 | **Last Reviewed Date:** 04/11/23

*(Board Uses a Consent Agenda)*

The superintendent, in consultation with the board president, shall prepare a tentative agenda for each board meeting. The board shall include the agenda for an open meeting in the public notice of the meeting in a manner that complies with law and reasonably informs the public of the matters to be considered. The superintendent or designee will provide the agenda to the board with supplemental materials necessary for the meeting.

Any board member may request that items be placed on the agenda by notifying the board president or the superintendent at least five days prior to the meeting. The agenda items will be included on the tentative agenda unless the board recently discussed the same issue, the board president decides that they should be reserved for a future meeting, or the member agrees otherwise.

A majority of the board members present at the meeting may vote to remove or move an agenda item. Items will not be added to the agenda at the meeting except in accordance with law. However, a board member may make a motion to add an item to a future meeting and, if passed, that item will be included on the agenda for that meeting.

Residents who wish to be included on the agenda for the purpose of addressing the board shall make a request in accordance with policy BDDH.

## **Consent Agenda**

To use time within the board meetings more efficiently, the board utilizes a consent agenda whenever appropriate. Consent agenda items are routine in nature or are among the many decisions that the board has already determined are in the domain of the administration.

When the consent agenda is presented to the board for action, the board president will provide the opportunity for any board member to request a discussion or removal of any item on the agenda. Agenda items requested for removal from the consent agenda will be placed on the regular agenda. If a board member requests that a consent agenda item be entirely removed from the agenda, a majority of the members present must approve the request. The board will then vote on and pass or deny the remaining items on the consent agenda by a single motion. The minutes of the board meeting shall include the outcome of the vote and a list of all the items that appeared on the consent agenda.

## **Presentations about Organ Donation**

In accordance with law, if a state or nationally recognized program or organization that provides unbiased information on organ, eye and tissue donation requests to be on the agenda for the purpose of presenting

information about such donations, the board will grant the request and schedule at least 30 minutes for the presentation.

After the presentation, the board will consider the information and decide whether to present such information to students and parents/guardians and the manner in which the information shall be presented.

© 2023, Missouri School Boards' Association  
Version BDDDB-2C.2C (01/23)

© 2023, Missouri School Boards' Association.  
Version: [BDDDB-2C.2C (1/23)]

---

**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
§§ 170.311, 610.010-.035, RSMo.	<a href="#">State Statute</a>

<b>MSIP</b>	<b>Description</b>
L-2	<a href="#">MSIP STANDARDS</a>

**Cross References**

<b>Code</b>	<b>Description</b>
IC	<a href="#">ACADEMIC CALENDAR</a>