

## **GP-10: CONSTRUCTION OF THE AGENDA**

**Adopted:** 08/08/63

**Revised:** 02/26/76; 10/11/79; 03/12/91; 12/17/96; 08/28/97  
09/28/00; 01/24/02; 03/13/03; 11/13/03; 01/22/04  
08/10/06; 08/09/07; 11/12/09

*Board of School Trustees*

**CLARK COUNTY SCHOOL DISTRICT**

The Board shall prepare an agenda for all regular and special Board meetings and ensure that copies are provided as required by the Open Meeting Law. Backup materials sufficient to allow Board members to give their prior consideration to the agenda items shall be provided to the Board members in addition to the agenda. In preparing the agenda, the following procedures will be followed:

1. The agenda shall be sent to each Board member in advance of the meetings. Deadline for receipt in the Board office of agenda items and related reference materials is 9 business days prior to the meeting. If a holiday occurs during this period, the deadline may be adjusted.
2. Board members may request an item to be placed on the agenda for a future meeting by notifying the Board at a regular meeting under the standing item designated for future agenda planning or by submitting items to the Board office by the deadline described in section one of this policy. Items not being submitted under this criteria will be referred to the next appropriate agenda.
3. Any Board member or the Superintendent or his/her designee who wishes to delete an item from the agenda should request to do so during the approval of the agenda. If there is opposition to the request to delete an item, a separate motion will be considered allowing the Board to deliberate.
4. Any Board member who wishes to call a closed session shall, prior to the meeting, arrange for the item to be placed on the agenda, and provide back-up material and information where available.
5. According to the posting dates of the agenda, a Board secretary will review all items submitted by the Superintendent's office and Board office for the agenda. A draft of the agenda will be prepared and submitted in a timely manner to the Superintendent and Cabinet for review and recommendation on consent agenda and staff action items and to the Board President and Vice President for final approval. All items placed on the agenda shall be referenced to a Board policy or appear on the consent agenda.

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(continued)

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6. Because the agenda is printed in advance, occasionally it is necessary to prepare an addendum. Addendum usage, however, should be as minimal as possible. Addenda will only be used when the item is operationally necessary as determined by the Superintendent. If time limitations preclude delivery, addenda with background reference materials will be distributed to Board members on the evening of the meeting.
7. An agenda item which has previously been considered and decided by the Board within the past year may only be placed on the agenda for reconsideration by a Trustee who was on the prevailing side of the previous decision. The agenda item will be preceded by a specific agenda item to address whether the item should be reconsidered.