

The chairperson and the superintendent will prepare a proposed agenda for each Watauga County Board of Education (the “board”) meeting. A request to have an item of business placed on the agenda must be received at least six working days before the meetings. (See also policy 1410, Public Participation at Board Meetings, regarding agenda requests by individuals or groups.) A board member may, by a timely request, have an item placed on the agenda.

Except in emergency or special meetings, each board member will receive a copy of the proposed agenda four days prior to the meeting, and the proposed agenda will be available for public inspection and/or distribution when it is distributed to the board members. The board shall receive information on each item of business placed on the agenda whether submitted by the public or by a board member. At the meeting, the board may, by a majority vote, add or delete an item that is not on the proposed agenda before the agenda is adopted. After the agenda has been adopted, a two-thirds vote is required to add an item to the agenda. Any new policy or budgetary items presented as an addendum to the published agenda may be acted upon at the same meeting only with the unanimous consent of the board members present at that meeting. Items may be added to the agenda of a special meeting only if all members of the board are present. Items may be deleted from the agenda of a special meeting by a majority vote. Only the business connected with the emergency may be discussed at an emergency meeting.

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

1. Discussion/adjustment of the agenda
2. Approval of the minutes
3. Reports for board action
4. Reports for board information
5. Informal discussion and public comment

By general consent of the board, items may be considered out of order.

Legal References: G.S. 115C-36

Cross References: Duties of Officers (policy 1350), Public Participation at Board Meetings (policy 1410), Advance Delivery of Meeting Materials (policy 1435)

Adopted: November 9, 2015

Revised: September 9, 2019

Replaces: Board policy 1.04, Procedures for Board Meetings (in part)