



**Boulder Valley School District**

**File: BDDDB**

**Adopted: August 9, 1976**

**Revised on the basis of practice: February 9, 1995, November 1, 1997**

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**Associated Exhibit: BDDDB-E**

## **AGENDA FORMAT**

### **Agenda Items**

To expedite the business of the Board, and to provide a framework for the orderly conduct of business, the Superintendent, in cooperation with the President and Vice President of the Board, shall prepare an agenda outlining the matters to be brought to the Board's attention at meetings.

### **Order of Business**

The Board shall follow the order of business set up by the agenda unless the order is altered or new items are added by vote of the Board during the meeting. Only by majority vote of Board members present at a *regular* meeting can the Board add and/or take action on a matter which did not appear on the printed agenda. Items can be added to the agenda of a *special* meeting only by unanimous consent of the entire Board.

### **Consent Grouping**

The consent grouping on the agenda is used for those items which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

CROSS REFS.: BAA, Board Operations  
BDDC, Agenda Preparation and Dissemination

NOTE: An example of the agenda format for regular meetings follows as BDDDB-E.

**End of File: BDDDB**