

The agenda of the board will be prepared by the superintendent in consultation with the members of the board. The agenda and supportive information will be provided to each board member prior to each scheduled board meeting.

The order of business will be determined by the superintendent with input from the board. The board may alter the order of business at any time.

Patrons wishing to present matters to the board must contact the superintendent's office at least five (5) days prior to the scheduled board meeting to allow sufficient time for the matter to be placed on the agenda. The board may decline to hear any matter at its discretion.

Unscheduled matters may be heard at the conclusion of the regular agenda items, but decisions on such matters may be tabled until the next meeting of the board. However, the board may advance such items on the agenda and/or make decisions on unscheduled items or matters when it appears in the best interest of the district to do so.

The proceedings of the board may follow Roberts Rules of Order when appropriate.

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**LEGAL REFERENCE:**

Idaho Code Section 33-506

**ADOPTED:** February 17, 1999