



Board Governance Policy 1.3

Liberty STEAM Charter Policy for Structure of the Agenda at Board Meetings

Purpose: To establish the basic structure for board preparation of and adherence to its meeting agenda.

The board secretary, in cooperation with the board chairman, will prepare the agenda for regularly scheduled, called, special, or rescheduled meetings. The agenda will include items the board will address in performing its duties as the governing body of the school district in accordance with board policy. The agenda will include references to board policy, where appropriate.

Items of business may be suggested by board members, staff members, or the public. To be considered for placement on the agenda, an item must be within the scope of the board's duties, must be timely, and must be appropriate for consideration. The written request (electronic or paper) must be received a minimum of five days prior to the desired meeting for it to be reviewed for the agenda. The board chairman will decide whether or not to include requested items. The final agenda must be approved by the board at the beginning of the board meeting in order to proceed as referenced in the agenda. If approved, the agenda will allow time for the remarks of persons who have requested to appear before the board. The board will follow the order of business set by the agenda, unless the order is altered by a two-thirds majority vote of the members present.

The board may amend the agenda during any meeting by two-thirds vote of the members present if the matter is a discussion item. If the matter is one in which final action will be taken without prior notice to the public, the agenda may only be amended by a two-thirds vote of the members present and a finding via a documented vote that an emergency or exigent circumstance exists. Materials distributed to the board which reflect staff recommendations in their final form are open to the public unless exempt from disclosure by law.

Materials of a personal nature such that public disclosure would constitute unreasonable invasion of personal privacy are exempt from public disclosure. Anyone desiring additional information regarding an agenda item should direct inquiries to the board secretary.

Adopted: 5-19-2020

Legal references:

S.C. Code, 1976, as amended: Section 30-4-80 -Notice of meetings of public bodies; posting of agenda