

**Agenda Preparation and Dissemination**

The district administrator, under the direction of the Board president, shall prepare all agendas for meetings of the Board. In doing so, the district administrator shall consult as appropriate with other Board members and with members of the staff.

Items of business may be suggested by any Board member, staff member, or citizen of the District. The inclusion of these items shall be at the discretion of the district administrator based upon time restrictions and the interests of the District. If a citizen's request is received prior to agenda dissemination, the Board shall include on the agenda an opportunity for the citizen, or a group of citizens, to address the Board at the meeting.

The Board shall follow the order of business set up by the agenda unless altered by a majority vote of the members present. The Board shall not discuss or act upon any item of business not included on the noticed agenda.

The agenda, together with supporting materials, shall be delivered to the Board members prior to the meeting of the Board so as to permit careful consideration of all items.

Public notice of the Board meeting agendas shall be given in accordance with state law and Board policy.

In order to augment the Open Meetings Law notice, the agenda will be made available to the media and to any other person upon request.

Wisconsin Statutes 19.84

Adopted: 12-16-81  
Revised: 8-20-97