

POLICY

2022

1511
1 of 2

By-Laws

SUBJECT: AGENDA FORMAT

For regular Board meetings, the following format is to be utilized;

- a) Call to order/Pledge of Allegiance;
- b) Adoption of Agenda;
- c) Approval of Minutes;
- d) Financial Items;
- e) Bids;
- f) Schedule of Bills;
- g) Change Orders;
- h) Communications;
- i) Guests and Delegations;
- j) Old Business;
- k) New Business;
- l) Personnel;
- m) Information and Reports;
- n) Administrative Reports/Committee Updates;
- o) Future Meeting List;
- p) Comments by Board Members;

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- q) Comments by Superintendent of Schools;
- r) Comments by Ex-Officio Student Member of the Board of Education;
- s) Voice of the Residents;
- t) Adjournment.

For special and emergency meetings, the regular meeting agenda format shown above may be shortened and/or adapted to fit the purpose of the meeting.

Education Law Section 1606
Public Officers Law, Section 104(2)

Adopted: 6/16/99
Amended: 3/15/2000; 1/26/2022