

In order to allow Board members to be more fully prepared for meetings and to allow members of the general public and/or school personnel to comment on matters of interest to them or matters likely to affect them, the following process shall be followed regarding meeting agendas.

**Agenda Development** - All meetings of the Board shall have an agenda developed by the Chair in cooperation with the Superintendent. The inclusion of an item on the agenda, except those requested by Board members as described below, shall be at the discretion of the Chair and the Superintendent.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

The agenda and supporting materials should be distributed to Board members at least two days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public in accordance with the provisions RSA 91-A. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public comments at Board meetings in accordance with Policy 2152. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which are exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

**Board Member Requests** – Each Board member has the right to place items on an agenda. Members wishing to place items on the agenda shall notify the Chair and/or Superintendent at least Five (5) business days prior to the meeting.

**Order of Business** – The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. However, if there are no objections from Board members, the Chair may alter the order without the formality of a vote.

**Non-Agenda Items** – Items of business not on the agenda may not be discussed or acted upon unless the Board votes by four fifths of the entire board to suspend the rules to allow for this discussion and/or action.

**Distribution** – The agenda, together with supporting materials, shall be distributed to Board members at least two (2) business days prior to the meeting to permit the Board members time to give items of business careful consideration.

**Posting** – All meeting agendas shall be publicized and posted in a manner consistent with the posting requirements for meetings of RSA 91-A:2.

Revised: 2/73, 6/75, 3/89, 5/90, 6/95, 9/11/00, 8/20/01, 12/15/03, 10/2019, 7/2022