

## **Policy Code: 2330 Board Meeting Agenda**

The chairperson and the superintendent will prepare a proposed agenda for each board meeting. A request to have an item of business placed on the agenda must be received at least five (5) working days before the meetings. (See also policy 2310, Public Participation at Board Meetings, regarding agenda requests by individuals or groups.) A board member may, by a timely request, have an item placed on the agenda. Each board member will receive a copy of the proposed agenda ~~two (2) working days~~ **48 hours** prior to the meeting, and the proposed agenda will be available for public inspection and/or distribution when it is distributed to the board members. At the meeting, the chairperson may, without objection from any member of the board, add an item that is not on the proposed agenda before the agenda is adopted. After the agenda has been adopted, a two-thirds vote is required to add an item to the agenda. Any new policy or budgetary items presented as an addendum to the published agenda are not subject to action at the same meeting unless previously reviewed and approved by a board committee at an official committee meeting subject to the North Carolina Open Meetings Law.

An agenda for a meeting other than a regularly scheduled board meeting, such as a board committee meeting or a board work session, will be distributed to board members and published for public inspection ~~two (2) working days~~ **48 hours** prior to the meeting.

Legal References: [G.S. 115C-36](#)

Cross References: Officers of the Board (policy 2210), Public Participation at Board Meetings (policy 2310), Compliance with the Open Meetings Law (policy 2320), Advance Delivery of Meeting Materials (policy 2335)

Adopted: December 15, 2014

Revised: November 9, 2017; June 10, 2019

**Haywood County Board of Education**