

# Williamson County Board of Education

**Adopted Date:**

1/21/03  
Rev. 8/18/08

1.403

AGENDAS

1 Items of business may be suggested by Board members, Administration, or patrons of the District  
2 for inclusion on the agenda. Business items suggested by patrons of the District shall be submitted  
3 in writing and received in the office of the Director of Schools at least six working days before the  
4 Board Work Session preceding each Board Meeting in order to ensure consideration for inclusion  
5 on the written agenda. Every effort shall be made to place the request on the agenda for the  
6 meeting following the request, but in no case later than the second meeting following such request.  
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9 Items of business may not be suggested from the floor for discussion and/or action at the same  
10 meeting except by unanimous approval of Board members present.  
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12 While developing the agenda, the chairman and superintendent shall identify routine or non-  
13 controversial items to be placed on the consent agenda, which shall become a part of the regular  
14 agenda. If any member objects to including an item on the consent agenda, that item shall be  
15 moved to the regular agenda as an action item requiring discussion. The remaining consent items  
16 shall be adopted in a single vote without discussion.  
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19 The meetings shall be conducted under the following order of business:  
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- 21 A. Call to Order, Pledge and Moment of Silence
- 22 B. \*Approval of Agenda
- 23 C. Consent Agenda
- 24 D. Items of Public Interest (Public Comment)
- 25 E. Communications to the Board (requiring no action)
- 26 F. Unfinished Business
- 27 G. New Business
- 28 H. Adjournment
- 29

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31 \*Note: Once the Agenda has been approved, it may not be changed without action to set aside  
32 Board policy.  
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34 All matters proposed to be submitted to the Board shall first be brought before the Director of  
35 Schools so that he may advise the party as to whether the Board has already adopted a policy  
36 under which the matter may be decided without special Board action.  
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38 Under the Tenure Recommendations section of the Agenda, if a Board member  
39 requests that any specific tenure recommendation(s) be acted upon separately, this request will be  
40 honored automatically.  
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43 The agenda shall be available at each meeting for visitors. The agenda shall be posted on the  
44 bulletin board at the Board of Education office on the day it is mailed to the members and to the  
45 media.  
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