

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>		
	<b>Agenda</b>	Descriptor Term:	Descriptor Code:
			<b>B-162</b>
		Issued:	<b>7/95</b>
	Reviewed:	<b>10/18</b>	
		Revised:	<b>12/18</b>

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**SETTING THE AGENDA**

The Executive Committee of the Board shall be responsible for developing an agenda for each Board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

Staff members or citizens of the district may suggest items for the agenda.

For items to be considered on the agenda, they must be received in the Director of Schools' office not later than the deadline as established on the Board's annual calendar. The person(s) requesting an item on the agenda shall forward any background information to the Director of Schools' office so that the material will be included in the delivery to the Board members prior to the meeting.

**DISTRIBUTING THE AGENDA**

For a regular session Board meeting, the agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to Board members at least five (5) days prior to the scheduled date of the meeting. The agenda shall be available to the public at the time it is distributed to the Board members.

**APPROVING THE AGENDA**

At the beginning of each meeting the Board shall, by a majority vote, approve the agenda for the meeting.

Any member of the Board may request that an item be moved from the consent agenda. The Board may by majority vote add item(s) not previously included on the agenda. The former use of "personal privilege" is abolished and the Board shall observe the current edition of *Robert's Rules of Order* with regard to motions for deferment and placement or removal of items on the table.

**CONSENT AGENDA**

While developing the agenda, the Chair and Director of Schools shall identify routine or non-controversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote without discussion. No item requiring new budgetary monies may be included on the consent agenda.

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**ANNUAL AGENDA**

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals and objectives and the State Board of Education's performance standards.

Approved as to Legal Form  
By Knox County Law Director 10/25/2018  
*/Gary T. Dupler/Deputy Law Director*