

AGENDA PREPARATION AND DISSEMINATION

The preparation of the agenda shall be the responsibility of the School Board Chair~~man~~ with the assistance of the Superintendent. Any member of the School Board may submit items for consideration for inclusion on the agenda. The proposed agenda shall be publicly posted on the ACPS website at least 3 days prior to the scheduled meeting.

The agenda packet and attachments shall be publicly posted on the ACPS website at the same time such documents are furnished to the School Board Members unless the materials are exempt under the Virginia Freedom of Information Act.

In accordance with *Robert's Rules of Order, Revised*, the meeting agenda can be amended by majority vote of those present at a meeting.

Adopted: October 24, 1996
Revised: March 21, 2002
Revised: October 18, 2007
Revised:

Legal Refs: Code of Virginia, 1950, as amended, [§§ 2.2-3707](#), [22.1-78](#)

Cross Ref.:	BCE	School Board Committees
	BDB	Special School Board Meetings
	BDDA	Notification of School Board Meetings
	BDDE Appendix	Notification of School Board Meetings