

**AGENDA PREPARATION AND DISSEMINATION**

The preparation of the agenda is the responsibility of the School Board Chair with the assistance of the Superintendent. Any member of the Alexandria City School Board may submit items for inclusion on the proposed agenda.

The proposed agenda, and all agenda packets and materials are 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.

Adopted: October 24, 1996

Amended: March 21, 2002

Amended: October 18, 2007

Amended: December 4, 2014

Amended: October 12, 2017

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78.

Cross Refs.:	BCE	School Board Committees
	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDDA	Notification of Meetings
	BDDE	Rules of Order and Bylaws

AGENDA PREPARATION AND DISSEMINATION

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

Commented [1]: This is not in the model policy

The proposed agenda, and all agenda packets and materials shall be are 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.

Commented [2]: Not in the model policy; Not necessary as another policy describes the agenda modification process

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	BDB	Special School Board Meetings
	BDDA	Notification of School Board Meetings
	BDDE Appendix	Rules of Order and Bylaws of the Alexandria City School Board