



File BCG

AGENDA PREPARATION AND DISSEMINATION

The agenda is prepared jointly by the Secretary-Treasurer and approved by the Chair. After the agenda has been adopted it can be changed only by a motion approved by the majority of the whole Board.

Board members are encouraged to submit at the earliest possible time items they want placed on the regular meeting agenda, in order to allow for the preparation of necessary information, materials, or resources. Other items will be considered agenda additions if approved by the Board.

The Board meeting agenda and supporting materials, including the minutes of the previous meeting, copies of all committee meeting minutes, relevant correspondence and the Superintendent's report, shall be forwarded to all trustees on the Friday prior to all regular Board meetings.

Copies of the Board meeting agenda and relevant supporting materials shall be available to the members of the news media at the beginning of each regular Board meeting or forwarded to the news media representatives at the same time as the agenda material is distributed to Trustees.