



File BCF

**AGENDA FORMAT**

The Secretary-Treasurer's Department shall prepare the agenda for Board meetings and provide the order of business, the order of same to be in accordance with or similar to the following:

**ROLL CALL**

**COMMITTEE OF THE WHOLE**

**A. AGENDA**

Motion –to approve the agenda

**B. PREVIOUS MINUTES**

Motion –to approve the previous minutes

**C. MOTIONS**

MM:##:YY

**D. SUPERINTENDENT'S DEPARTMENT REPORT**

**E. OTHER BUSINESS**

**F. INFORMATION ITEMS –copies sent or on file**

**G. UPCOMING MEETING DATES –by committee**

**H. DELEGATIONS/PRESENTATIONS**

**I. NEWS MEDIA QUESTIONS –list names**

**J. COMMITTEE OF THE WHOLE (if necessary)**

**K. ADJOURNMENT**