

**TERRELL COUNTY BOARD OF EDUCATION**  
**Board Meeting Agendas**

**Descriptive Code:       BCBD**  
**Issue Date:               3/8/2010**  
**Rescinds Code:       BCBD, BCBI**  
**Issued:                 8/8/1999, 6/10/1996**

Development of Agenda

The development of the agenda for board meetings is a very important part of conducting the public's business in education. The Superintendent will prepare a tentative agenda for all meetings of the board. In doing so, the Superintendent will consult with the Board Chairman and appropriate members of the administrative staff.

A prepared agenda with appropriate information shall be sent to each member of the Terrell County Board of Education in advance of any regular meeting of the Board. Items of business may be suggested for inclusion on the tentative agenda by any board member, staff member or citizen of the district. The inclusion of items suggested by staff members, students or citizens shall be at the discretion of the Superintendent.

At the beginning of each meeting, the first order of business after call to order and other preliminary steps, and determination that there is a quorum present, shall be the approval of the agenda. At that time, Board members shall have the right to request that other items be added to or deleted from the agenda. A majority vote of those present shall prevail on the issue. After approval, no item not on the agenda shall be considered without the unanimous consent of all members present. This agenda, as approved or amended at the beginning of each meeting, shall govern the order of business for the meeting.

Availability of Agenda

The Board meeting agenda shall be available as far in advance of each meeting as reasonably possible. The agenda containing all matters expected to come before the board shall be available upon request, but not more than two weeks prior to the meeting. The agenda shall be posted at a minimum at some time during the week immediately prior to the meeting.

The Board reserves the right, as provided by law, to consider and act upon items which failed to be included on the pre-meeting agenda.

Procedures Governing Speakers at Board Meetings

Meetings of the Board of Education are structured to allow the Board to conduct its public business. Meetings of the Board are open to the public, but are not to be confused with public forums. When time permits, the Board of Education a matter of general operating procedures offers an opportunity for citizens of the school district to address the Board in open session. The following rules shall be adhered to:

1. To be placed on the agenda, individuals must request to appear before the Board in writing at least five days prior to the regular monthly meeting of the board. The request must state clearly the topic or issue to be addressed.

2. A speaker shall be allowed ten (10) minutes for his or her presentation, but when an issue is going to be addressed by several speakers, this time shall be limited to five (5) minutes. Where several persons are part of the same group or organizations, only one may be heard. The total time allotted to citizen participation will be limited to 30 minutes.
3. Where several citizens wish to address the same topic or issue, the board reserves the right to further limit discussion should they become repetitive.
4. While citizens may use their allotted time to take serious issue with Board decisions, the Board will not permit anyone to become personally abusive of individual board members or board employees.
5. When issues arise that stimulate high community interest, the Board may schedule special meetings specifically to invite public comment. In those circumstances, the Board will establish special guidelines for participation.
6. The Board will not respond to comments or questions posed by citizens in their presentations, but will take those comments and questions under advisement.

The Board of Education, by majority vote, may extend or further limit the time allotted by citizen participation.