McCall-Donnelly Joint School District #421

BOARD OF TRUSTEES **Policy 1022**

Agendas

The Board will abide by all rules of the Idaho Open Meetings Law, and the Board Clerk shall keep written minutes of all open Board meetings. This policy will be available at board meetings.

All meetings of the trustees require a written agenda. The agenda normally is prepared by the superintendent and approved by the chair prior to distribution.

Meeting agendas will be posted in compliance with Idaho Code 74-201 through 74-208 as follows:
Regular meeting agendas will be posted, provided to each trustee by email, and be made available to any citizen for review in the office of the superintendent or on the McCall-Donnelly Jt. School District #421 website forty-eight (48) hours in advance of the meeting.

Special meeting agendas will be posted, provided to each trustee by email, and be made available to any citizen for review in the office of the superintendent or on the McCall-Donnelly Jt. School District #421 website twenty-four (24) hours in advance of the meeting.

Emergency meeting agendas will be posted, provided to each trustee by email, and be made available to any citizen for review in the office of the superintendent or on the McCall-Donnelly Jt. School District #421 website as soon as the situation allows. Every good faith effort will be made to provide a written agenda ahead of the emergency meeting.
The order of the agenda will be:

1. Call to order.
2. Pledge of Allegiance
3. Announcement of changes/additions to the agenda.
4. Awards and Recognition
5. Consent Agenda
6. Audience and Communication
7. Reports
8. Action items.
9. Board Trustees/Superintendent Comments
10. Executive sessions if called.
11. Adjournment.

The chair may move any agenda item in the order of business by his/her volition or by request and consensus of trustees present.

The consent agenda consists of those items considered to be routine and/or repetitive in nature. Any consent agenda item may be removed from that agenda on request of any

trustee.

The Board will conduct its meetings and order of business using general rules of parliamentary procedure for small boards. Should a question on parliamentary procedure arise at any meeting, the most current edition of *Robert's Rules of Order* will be used as a guide.

The Board will accept in-person public comment at every regular meeting before action is taken on District business, including the consent agenda, except the Board may take up public comment on items not related to the Board's agenda at another specified time during the meeting. The Board may take action to approve an agenda prior to public comment. Our rules for patron comment are outlined in Policy 1021. The Board may accept public comment at Special Meetings on items that warrant input. No public comment will be allowed on items that require an executive session as outlined in Idaho Code 74-206, including but not limited to, subject matter that includes personnel, students, pending litigation, or other items that are deemed confidential by Idaho Law.

Policy History:
Adopted: June 2013
Adopted: January 2026