



## 7005.1 Board Meeting Agendas and Supporting Documentation Policy

**Effective Date: May 20, 2020**

**Approved by: Board of Directors**

### **Policy:**

The JCS, Inc. Board of Directors shall comply with the Brown Act and Other applicable laws of the State of California with regard to open meetings and Board agendas.

#### **Preparation of the School Board Agenda**

The Executive Director or designee shall be responsible to prepare the agendas for all special and regular meetings of the Board of Directors, with input from the Board President.

#### **Agenda Posting**

Agendas for regular Board meetings shall be posted 72 hours in advance of such meetings at the School's Office for public preview. Special meeting agendas shall be posted at least 24 hours in advance of such meetings.

#### **Agenda Distribution**

The Board agenda with supporting information for a regular Board meeting should be available to board members via Board Docs as soon as practicable, but preferably at least 72 hours prior to the meeting. For special Board meetings, the agenda and supporting information should be posted at least 24 hours prior to the meeting. The Executive Director or designee is responsible for the completion of the Board packet (which includes the official agenda and all supporting information.)

In addition to the provision of agendas, the Board's complete public agendas shall be provided to those persons or parties who have requested to be placed upon the Corporation's mailing list with an electronic correspondence notifying the party how to retrieve via the website. All agendas are posted publicly on the Corporation's website via Board Docs for review prior to any board meeting.

For the purposes of providing proper notice under the law, the Board shall comply with the Americans with Disabilities Act and any related applicable state law.

#### **Anonymous Letters**

It shall be the policy of the Board not to introduce anonymous letters in the agendas for Board meetings.

#### **Executive Director Duties Concerning Agendas**

- 1) The Executive Director shall include on the agenda all items known to him/her to require action by the Board and other topics containing information necessary for the Board to carry out its responsibilities.
- 2) The Executive Director shall include on the agenda items which relate to the Corporation's business as are requested for inclusion by members of the Board. The Executive Director shall consult with the Board President prior to drafting the agenda to ensure that all Board members requested items are included on the Board agenda.

- 3) The Executive Director is responsible for preparing all supporting information which may accompany such agenda topic originating from the Administration or the Board. To the extent practicable, the Executive Director shall prepare a recommendation to the Board for each item on the agenda for action by the Board.

### **Requests for Agenda Items**

- 1) A citizen may request that a topic directly related to the Corporation's School business be placed on the agenda. The Executive Director in consultation with the Board President shall determine whether the citizen-requested items may not be placed on the agenda if the item(s) are repetitive of a previous item placed on an agenda and considered by the Board.
- 2) Requests for items to be included on the Board agenda by the Board or Board members, School employees or citizens shall be in writing and submitted to the Executive Director's office seven (7) working days prior to the next regularly scheduled Board meeting.
- 3) Members of the Board or the Executive Director may request that a topic be placed on the agenda which has been recently considered and acted upon by the Board providing there is new and relevant information on the topic, but only for the purpose of the Board deciding whether or not to reconsider the agenda topic, it shall do so at the next regular Board meeting.
- 4) Citizens who request to have a topic on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for Board members to help expedite the Board's handling of the topic at the Board meeting.

### **Board Action/Voting**

- 1) The Board may only take action on the items formally listed on the Corporation/School's Board agenda except in emergency or other circumstances as authorized by law.
- 2) When there is a tie vote on the agenda topic under consideration, the item shall be resubmitted to the Board at its next regular meeting.

Original Policy 06/07/2019  
Revised 5/20/2020