

171.2 AGENDA PREPARATION AND DISSEMINATION

The District Administrator/Designee, in consultation with the Board President, shall prepare the agenda for each regular meeting of the Board. Agendas for special meetings shall be prepared by the District Administrator/Designee, in consultation with the Board President, if possible.

Items of business for a regular meeting may be suggested by any Board member, staff member or citizen of the District. The inclusion of these items shall be by consensus of the majority of the Board or at the discretion of the Board President, with advice from the District Administrator.

The agenda for a regular meeting shall be provided to members at least three days prior to the date of the meeting. The District Administrator/Designee shall provide supporting material(s) to Board members along with the agenda whenever it is possible and practical to do so.

The Board shall follow the order of business set up by the agenda unless altered by a majority vote of the members present at the meeting.

The minutes of previous meeting(s) shall be provided to all Board members for review at least three days prior to the next regular meeting. Minutes are subject to approval at the next regular Board meeting. The exception is for minutes of a special meeting that may occur within the three-day time limit.

Legal Ref: Section 19.84 and 120.11 Wisconsin Statutes

Approved: September 21, 2011

Revised: June 19, 2013, July 20, 2016