INTERNAL BOARD POLICIES: Operations

Meetings: Agenda

I. Policy Statement

The Board of Education of Baltimore County (Board) recognizes that efficient ordering of its business meetings is a key element to the orderly conduct of public business. The Board establishes this policy to govern the preparation, adoption, and dissemination of the agenda for each of its regular meetings.

II. Preparation and Dissemination

A. The superintendent shall prepare a draft agenda for each Board meeting, which includes agenda items submitted by Board officers for approval of the Board officers.

B. Agenda for regular Board meetings shall include, but not be limited to the following headings:
   1. Pledge of Allegiance/Silent Meditation;
   2. Agenda;
   3. Selection of Speakers;
   4. Public Comment;
   5. Unfinished Business;
   6. Committee Reports;
   7. New Business;
   8. Board Member Comments; and
   9. Announcements.

C. Agenda items shall include matters proposed by the Superintendent, as well as issues of concern and interest raised by the Board or by individual members of the Board.

D. Board members may submit to the Superintendent or the Board Chair a proposed agenda item for consideration at a future Board meeting.

E. Agenda materials, by electronic and/or hard copy, shall be made available to Board members prior to each regularly scheduled Board meeting at least seven business days in advance of the meeting, where possible.

III. Conduct of Meetings
The Board will follow the approved agenda, except as follows:

A. The Superintendent may ask that an agenda item be removed. If the Board takes no exception and consents by a unanimous vote, the agenda item will be removed.

B. During the regular Board meeting, a Board member may move to amend the agenda. Items may be added, removed or corrected by a vote of approval by a majority of the whole Board.

Legal References: Annotated Code of Maryland, Education Article §4-107, Meetings; Officers; Expenses
Annotated Code of Maryland, General Provisions Article §§3-101 to 3-501 (Open Meetings Act)

Related Policy: Board of Education Policy 8311, Meetings