

# POLICY

## BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

**Related Entries:** BCA-RA, BD

**Responsible Office:** BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY, COMMUNICATIONS OFFICE

### AGENDA PREPARATION AND DISTRIBUTION

#### A. PURPOSE

To provide for development of an agenda for each regularly scheduled public meeting of the Board of Education of Anne Arundel County (Board) and to make the agenda available to the general public.

#### B. ISSUE

State law requires the Board to hold an annual meeting and any other meetings necessary to carry out its duties and the business of the Board. In addition, the Maryland Open Meetings Act requires the Board to make available to the public an agenda that contains known items of business or topics to be discussed at the regularly scheduled public meeting of the Board, and indicates whether any portion of the meeting is expected to be closed. Accordingly, the Board prepares agendas for regularly scheduled public meetings of the Board as defined in Policy BD – Board Meetings. Preparing an agenda provides for transparency, and it also promotes and maintains good order.

#### C. POSITION

1. An agenda shall be prepared for each regularly scheduled public meeting of the Board.
2. The agenda for each regularly scheduled public meeting of the Board shall be developed in consultation with the Board and Superintendent, and approved by the Board President.
3. A request for an item to be placed on agenda may be made by any two Board members. When developing the agenda for a regularly scheduled public meeting of the Board, consideration shall be given to different factors. These factors may include public transparency, public participation, research and preparation time, time sensitivity, staff availability, items currently before the Board, and future Board agendas.
4. The agenda for each regularly scheduled public meeting of the Board shall be

distributed to Board members, local news media, and the general public the Friday before the meeting, or as close to the Friday before the meeting as practicable.

5. The agenda shall be made available to the general public via the Anne Arundel County Public Schools website.
6. At the beginning of each regularly scheduled public meeting of the Board, the order of items on the agenda may be amended by the affirmative vote of at least five Board members. The meeting shall then proceed according to the adopted agenda.

**D. IMPLEMENTATION**

The Superintendent is authorized to develop regulations to implement this policy.

*Policy History:* Adopted on 01/06/16; Revised 04/01/20

*Note Previous Policy History:* Replaces Policy 202.01, adopted 08/29/58 and revised 10/16/89