

BB 9322

#### Agenda preparation

The Board President and the Superintendent, as Secretary to the Board, shall work together to develop the agenda for each regular and special meeting. **In addition to the Board President and Superintendent, agenda planning meetings shall include, whenever possible, either the Vice-President or Clerk.**

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. **Community members can make such a request through open forum segment of each regularly scheduled Board meetings, Board chats with the community or by emailing the Board President and/or Superintendent.**