

## **204.9 AGENDA FOR BOARD MEETINGS**

The superintendent, in consultation with the Board President, shall submit to the Board for its consideration, at least 24 hours before a regular meeting, an agenda that shall set forth the order of business for that meeting.

The agenda shall contain supporting data for the suggested items of business together with recommendations of the superintendent or recommendations from staff members.

All items listed on the agenda will be identified as items for "Discussion/Information and "Action/Possible Action." Only those items labeled as "action" or "possible action" may be voted upon.

If emergency items are added and acted upon, a statement to that effect shall be entered in the minutes and as much advance notice as possible shall be given to the public and the media.

Individuals or groups who wish to place an item on the agenda should do so by writing to the superintendent, 2900 Mulberry Avenue, Muscatine, Iowa, 52761. Requests should include name, address, phone number, organization represented, the purpose of the presentation, and pertinent background information. Requests may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president.

LEGAL REF: Iowa Code §§21; 279.8.