# Proposed Agenda and Consent Agenda

**Proposed Agenda**
The board secretary will be responsible for preparing the proposed agenda for each meeting in consultation with the board *chair/president*. Copies of the proposed agenda, minutes of the previous meeting and relevant supplementary information will be provided to each board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the district's website or a website shared by the district or hosted for the district not less than twenty-four (24) hours prior to the start of the meeting.

At a special meeting final action may be taken only on that business contained in the original notice of the special meeting and agenda.

**Consent Agenda**
To expedite business at a school board meeting, the board approves the use of a consent agenda which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda following the approval of minutes of the previous meeting(s).

Any item that appears on the consent agenda may be removed on request by a member of the board and placed on the regular agenda. The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

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| Cross Reference: | Policy 1400 | Meeting Conduct, Order of Business and Quorum |
| | Policy 6020 | System of Funds and Accounts |
| | Policy 6215 | Voucher Certification and Approval |
| Legal References: | RCW 42.30.080 | Special meetings |

Management Resources:

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| *Policy News*, June 2012 | Special Meetings Requirements |

Adoption Date: April 16, 1979
Revised Date: April 22, 1999
Revised: July 14, 2014
Revised: October 27, 2022