

## **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 and posted to the district website at least twenty-four (24) hours prior to the meeting. Board members may request to add and remove items from the agenda before the agenda has been publicly published.

### **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 which appears on the consent agenda may be removed on request by a member of the board and placed on the regular agenda if voted and approved in accordance with Robert's Rules of Order. 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.

Cross References:                   6215 - Voucher Certification and Approval  
  6020 - System of Funds and Accounts  
  1400 - Meeting Conduct, Order of Business and Quorum

Legal References:                 RCW 42.30.077 Agendas of regular meetings—Online Availability  
  RCW 42.30.080 Special meetings

Management Resources:       2014 - June Issue  
  2012 - June Issue  
  2022 - June Issue

Adoption Date: 11.26.73  
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Renumbered: 05.12.03  
Olympia School District  
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Revised Dates: 11.22.10; 02.08.24