
1 The chairperson and the superintendent will prepare a proposed agenda for each meeting of the
2 Transylvania County Board of Education (the “board”). A request to have an item of business
3 placed on the agenda must be received at least six working days before the meetings. A board
4 member may, by a timely request, have an item placed on the agenda.
5

6 Each board member will receive a copy of the **proposed** agenda four days prior to the meeting,
7 and the **proposed** agenda will be available for public inspection and/or distribution when it is
8 distributed to the board members. At the meeting, the board may, by a majority vote, add an
9 item that is not on the **proposed** agenda **before the agenda is adopted. After the agenda has been**
10 **adopted, a two-thirds vote is required to add an item to the agenda.** Any new policy or budgetary
11 items presented as an addendum to the published agenda are not subject to action at the same
12 meeting.
13

14 Legal References: G.S. 115C-36
15

16 Cross References: Duties of Officers (policy 2210), Public Participation at Board Meetings
17 (policy 2310), Advance Delivery of Meeting Materials (policy 2335)
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19 Adopted: October 19, 2015
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21 **Revised: [DATE]**