

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **AGENDA**

POLICY - **BEDB**

Cross Reference -

Resolution # - 210/97

Legal Reference -

Last Reviewed - 27/02/17

The agenda will be prepared jointly by the Secretary-Treasurer and the Superintendent, and reviewed by the Chairman.

The agenda, and any background information and reports should be in the hands of the Trustees at least two days before the meeting.

After the meeting has started, items should only be added to the agenda by a motion approved by the majority of the whole Board.

The general order of business in the form of a prepared agenda should include the following topics with specific listings of each item to be discussed under the appropriate headings:

1. Calling the Board to order.
2. Adoption of the agenda.
3. Confirming Board minutes.
4. Business arising out of the minutes.
5. Delegations/Visitations.
6. Reading of communications and petitions requiring action.
7. Administrative reports and action.
8. Standing Committee reports and action.
9. Special Committee reports and action.
10. Ad Hoc Committee reports and action.
11. Introduction and consideration of by-laws.
12. Consideration of business of which notice has been given at a previous meeting.
13. New and unfinished business.
14. In camera sessions (if necessary).
15. Informational correspondence.
16. Notices of motion.
17. Adjournment not later than 11:30 p.m.

