



**Policy: 3.16**

**SUBJECT:**                    **AGENDA/FORMAT PREPARATION AND  
DISSEMINATION**

**Supersedes:**                BDDDB/BDDC  
**Effective:**                    September 8, 2008  
**Page:**                            1 of 2  
**Approved by:**                Detroit Board of Education

**1.0    Policy**

The usual order of business at regular board meetings will be as follows:

1.    Call to order
2.    Presentation of color
3.    Moment of silence
4.    Welcome
5.    Roll call
6.    Approval of agenda
7.    Approval of minutes
8.    Reports from the President  
      Public participation
9.    Reports from the General Superintendent
10.    Action items (consent)
11.    Reports from the Board committees
12.    Closed session
13.    Public comment

The order of business may be changed at the request of the president or upon the approval of the majority of the Board. Consideration of items not on the agenda will require unanimous consent of the Board members present.

The General Superintendent will prepare the agenda in consultation with the Board president. Any Board member will have the right to place items on the agenda.

The agenda for regular meetings, along with other meeting materials insofar as possible, will be delivered to each Board member at least 48 hours before the meeting.

**Attachments to Policy 3.16:**                None

**See also:**                                        None

**Legal References:** None

**Labor Contract References:** None