

ADVANCE DELIVERY OF MEETING MATERIALS

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The superintendent will provide meeting materials at least three business days prior to each regular board meeting. For example:

- for scheduled board meetings on the first and third Monday evenings of the month, materials will be provided the preceding Thursday by close of business.

For other meeting time/days the same time requirement will be followed.

For regular meetings, Board members will receive:

1. the proposed agenda;
2. minutes of previous meetings which have not been approved; and,
3. any supporting information and materials which would assist Board members in being fully prepared for the meeting.

In the instance when a special board meeting is called, the superintendent will make every effort to provide meeting materials at least two business days prior to the meetings. For example:

- for a Friday morning special meeting, materials would be provided the preceding Wednesday by close of business.

The superintendent will notify Board members if he/she is unable to provide meeting materials in advance as stipulated in this policy.

Legal Reference: G.S. 115C-36