

AGENDA PREPARATION AND DISSEMINATION

The Livingston Parish School Board President shall direct the Superintendent to prepare, or cause to be prepared, an agenda for all regular and special School Board meetings. Items of business may be suggested by School Board members, administrative staff, employees, school patrons, or lay citizens of the school district for inclusion on the agenda. The agenda shall not be changed less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting.

Each item on the agenda shall be listed separately and described with reasonable specificity. Before the School Board may take any action on the agenda item, the presiding officer shall read aloud the description of the item.

All agenda items will indicate the person requesting the agenda item. If agenda items are placed on the agenda for a School Board member by someone other than the School Board member, the School Board member requesting the item will be indicated on the agenda. A request to be considered for a place on the agenda of any items or by any group or individual other than a School Board member shall be filed in writing with the Superintendent no later than five (5) working days preceding the next scheduled School Board meeting. Any material to be used must be submitted at the time of the request.

All School Board meeting materials and supporting data shall be disseminated to the members of the School Board and shall be mailed no later than twenty-four (24) hours prior to any School Board meeting, whenever possible.

No School Board member shall be denied the right to have an item placed on the published agenda of a School Board meeting. Except for announcements, requests for expressions of praise, commendations, sympathy, and the setting of dates and times for meetings, an item of business not on the agenda may not be suggested from the floor for discussion except upon ***unanimous approval of the members of the School Board present*** at a meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

Revised: February, 2008
Revised: November, 2008
Revised: January 10, 2013
Revised: November 6, 2014

Ref: La. Rev. Stat. Ann. §42:19; Jackson v. Assumption Parish School Board, App. 1 Cir. 1995, 652 So2d 549, 1994-0901 (La. App. 1 Cir. 3/3/95); Board minutes, 2-

21-08, 3-20-08, 11-20-08, 1-10-13, 11-6-14.