

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0411**  
**(Regulation 0411)**  
**(Form 0411)**

### **Meetings**

#### **Meeting Agenda**

A tentative agenda for each regular, special or proposed closed meeting of the Board shall be prepared by the Superintendent, in consultation with the Board president, and shall be included in any public notice of such meetings. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting shall be mailed to each member of the Board at least four days prior to the stated meeting unless a special emergency meeting is called at a time which makes the four day prior notice impossible.

The agenda for each meeting of the Board shall be adopted or modified by a motion by a majority of those Board members present. Once the agenda is approved, it shall require a vote of majority of the Board members present to make additional modifications.

The agenda for closed sessions shall be on a separate document; however, the motion to close a meeting must be voted on during a public meeting and must also include the reasons for closing the meeting with references to the specific topics under the provision of Section 610.021, RSMo. as valid grounds for a closed meeting session. (Refer to Policy 0430 – Executive Sessions.)