

ORDER OF REGULAR BUSINESS
MEETINGS OF THE BOARD

Insofar as practicable, the order of business at all meetings shall be as follows:

1. Call to Order
2. Review and Approve Agenda
3. Review and Approve Minutes, Bills and Financial Reports
4. Public Forum
5. Program Review
6. Business Items
7. Administrator and Committee Reports
8. Adjourn

The tentative agenda, required by the Open Meetings law to be included with the notice given at least 24 hours before the meeting, shall be specific enough to properly inform the public of the business before the Board. The tentative agenda can be amended within the 24-hour notice period only if good cause exists requiring action on additional matters. If such matters are added, a statement to that effect should be entered in the minutes, and as much advance notice as possible should be given to the public and the media. This is not meant to prevent the Board or members of the public or the staff from introducing items for discussion only; action on discussion items, however, must normally be deferred to a subsequent meeting when the legally required notice can be given.

Legal Reference: Iowa Code Chapter 28A

Approved: February 8, 1988

Reviewed:

Revised: March 8, 2004