

BOARD AGENDA ITEM

August 25, 2026

SUBJECT:

Revision of the following policy:
Policy BEDB: Agenda

BACKGROUND INFORMATION:

Superintendent and Board Chairman prepare the agenda for regular meetings. Timelines presented previously do not provide adequate time for the Superintendent and Board Chair to share information with the Board members prior to meetings.

ADMINISTRATIVE CONSIDERATION:

Changes to timelines required for Board Agenda may be sooner than previously dictated however, it provides the Superintendent and Board Chairman more time to prepare for the meeting.

RECOMMENDATION:

Approve the following policies:

Policy BEDB: Agenda, Second Reading

ATTACHMENTS:

PREPARED BY:

Kimbra Meek

[DRAFT]

Policy

AGENDA

Code BEDB Issued _____

Purpose: To establish the basic structure for board preparation of and adherence to its meeting agenda.

The superintendent, in cooperation with the board chairman, will prepare the agenda for all meetings. The vice chairman may have the option of attending meetings in preparation of agendas for board meetings.

Items of business may be suggested by board members and/or staff members ~~or citizens of the districts~~. For inclusion on the agenda, items must be submitted in writing to the district superintendent or board chairman by 5:00 pm noon of the day Friday that is one full week prior to the meeting (the Tuesday before the regularly scheduled Tuesday meeting). Exceptions to this submission deadline may be granted jointly by the Board Chairman and Superintendent for urgent, time-sensitive matters that require immediate Board action (such as essential personnel appointments or critical contractual deadlines). Any request for an exception must include a written justification of the urgency and all final supporting documentation and must be submitted no later than 24 hours before the meeting to ensure compliance with state public notice laws. A request for an agenda item must contain sufficient detail and background context so it can be considered for inclusion on the agenda. The superintendent and board chairman may decide whether or not to include those items, and if so, whether the agenda item should be listed as an executive session item, as provided for in S.C. Code Section 30-4-70. The agenda will, however, allow time for the remarks of persons who have requested to appear before the board, as outlined in Policy BEDH (Public Participation at Meetings).

The superintendent will distribute the agenda and supporting materials to the board, along with the notice of the meeting and agenda, at least three days in advance of the meeting, if at all possible. The materials will include minutes of the past regular meeting, any past special meetings, and reports and proposals to be considered by the board.

The board will follow the order of business set by the agenda, unless the order is altered by a majority vote of the members present. ~~Items of business not on the agenda may be discussed and acted upon if a majority of the board agrees to consider them.~~ The board may amend the agenda during any meeting by a two-thirds vote of the members present if the matter is a discussion item. If the matter is one in which final action will be taken without prior notice to the public, the agenda may only be amended by a two-thirds vote and a finding that an emergency or exigent circumstance exists. The board will define the emergency or exigent circumstances prior to the vote.

The board will comply at all times with the then-current requirements of state law.

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Documents produced by the district that are distributed to or received by a member of the board during a public meeting will be made available to the public upon request.

~~When citizens or organizations are scheduled to make presentations to the board, the superintendent will arrange for the citizens or organizations to submit essential abstracts or full texts of their presentations in writing for consideration by board members during the time of presentation.~~

~~Materials distributed to the board which reflect staff recommendations in their final form are open to the public unless exempt from disclosure by law or are of a personal nature such that public disclosure thereof would constitute unreasonable invasion of personal privacy.~~

Adopted 6/10/75; Revised 10/8/91, 7/14/92, 7/17/01, __/__/26

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 30-4-80 - Posting of agendas.

[DRAFT]

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