

Section:	Governance	
Title:	Agenda Setting Committee Procedures	1.4.1

Purpose

To establish the procedure for the review and setting of meeting agendas.

Procedures

1. As per the Board Meeting Procedures, the Agenda Setting Committee reviews all items pertinent to the Business of the School District that is presented for inclusion on a Committee of the Whole or a Board Meeting. The Chair and the Vice-Chair of Advisory Committees are responsible for setting the agenda for the Advisory Committees.
2. The Agendas shall be set as follows:
 - a. Items for consideration are to be submitted by 4 pm at least seven days prior to the meeting, generally 4 pm on Tuesday before the regular committee and board meetings.
 - b. Delegation requests must be submitted on the approved request form as outlined in the AP 1.4.2 Guidelines for Delegations.
 - c. Items will be prioritized and placed on agendas in order to manage the work of the Board or Committee. Agendas will be set by considering the following information:
 - i. Any statutory deadline for Board approval;
 - ii. The emergent nature of the topic and any time constraints for response or consideration;
 - iii. The relevance of delegation requests to the business of the school district;
 - iv. The relevance of the item to a Committee meeting for discussion, or to a Board Meeting for a decision;
 - v. Items referred to a board meeting from a Committee meeting;
 - vi. The Board’s Annual Work Plan; and
 - vii. The volume of items presented for consideration, considering the time constraints of the meeting.
3. Items that are not placed on the agenda will be forwarded to the next Agenda Setting for consideration at a future meeting.

Superintendent Approval: March 2022

Date Amended:

Cross Reference: