

# SMYRNA SCHOOL DISTRICT

## *POLICY*

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<b>Section:</b>	<b>1000 Community Relations</b>	<b>Office Responsible:</b>	<b>Superintendent</b>
<b>Policy:</b>	<b>1350: Board Agenda</b>		
<b>Related Policies:</b>			

### **I. Purpose**

Outline the process by which the Board agenda is created and establish a timeline for additions and subtractions

### **II. Authority**

*The Smyrna School Board of Education  
Delaware Code: Title 29, Section 10004*

### **III. Definitions**

None

### **IV. Policy Statement**

- A. The Smyrna School District Board of Education strives to provide transparency to our constituents by publicly posting our meeting agenda.
- B. The Boar also encourages its members to make well educated decisions on all voting matters.
- C. With this in mind, the timeline for creating the agenda for a standard monthly board meeting shall be as follow:
  1. Two weeks prior to the meeting, Board members and Administration may begin submitting agenda items.
  2. One week prior to the meeting, the agenda will be finalized and posted.
  3. All additions and subtractions, of actionable items, after the agenda becomes final, must be disclosed at the public meeting as agenda changes.
    - i. All additions to the agenda must be approved with a simple majority vote to be allowed onto the agenda.
    - ii. Voting items denoted as changes will require a 2/3 vote for the motion to carry and a simple majority for any action taken within the main motion while it is open (amend, table, postpone, previous question, etc.).

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- iii. A motion to suspend rules in relation to the agenda will require a 2/3 vote.
4. This policy may be changed by the Board with a simple majority vote at consecutive monthly meetings, designated as a first and second reading.

**Board Approval Acknowledged by:**



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Kristi Pelezo, President  
Smyrna School District Board of Education

**Policy Actions**

Adopted: 2/13/2023