

A prepared agenda with appropriate information shall be sent to each member of the Colquitt County Board of Education in advance of any regular meeting of the Board. This agenda as approved or amended at the beginning of each meeting, shall govern the order of business for the meeting.

Additions or deletions to the approved agenda shall be made by majority vote of the members voting, a quorum being present.

The Board may opt to use a consent agenda when appropriate.

Every Board agenda shall provide an opportunity for citizens to speak regarding matters of concern. A specified place for signing in will be made available for those wishing to address the Board. The Chairman will recognize speakers on a first come first serve basis according to the sign in sheet. There will a time limit of five minutes allowed. The Board Chairman may assign a person to keep the allowable time.

The audience is advised of the following guidelines relating to the public participation at Board of Education meetings: (1) Matters relating to personnel, members of the Board, and other items that the law deems inappropriate for discussion may be received in Executive Session, and, at the discretion of the Board, may also be required to be submitted in writing in advance. (2) Matters concerning an individual school should be discussed first with the principal of the school and/or the Superintendent.

Undue personal attacks by citizens in public meetings on school employees will not be tolerated and may result in removal from the meeting.

**Availability of Agenda**

The Board meeting agenda shall be available as far in advance of each meeting as reasonably possible. The agenda shall be posted, at a minimum, at some time during the two-week period immediately prior to the meeting.

The Board reserves the right, as provided by law, to consider and act upon items which failed to be included on the pre-meeting agenda.