

School District #62 (Sooke)

BOARD MEETING AGENDA PLANNING	No.: A-401
	Effective: Apr. 12/83 Revised: Dec. 8/98; Jan. 19/15; Apr. 27/21 Reviewed: Jan. 19/15; Apr. 27/21

PROCEDURAL REGULATIONS

1. The Chairperson of the Board of Education shall chair an Agenda Planning Committee, which shall meet on a regular basis, approximately one week before each Board Meeting. In addition to the Chairperson of the Board, the membership of the committee shall include the Superintendent of Schools, Vice-Chairperson and Secretary-Treasurer, or their designates.
2. The purpose of the Agenda Planning Committee is to identify items to be placed on the agendas of regular meetings of the Board of School Trustees, and to determine the background material which should be provided for each item.
 - Items requested by individual Trustees for inclusion on a Board Meeting agenda shall be done in writing, with sufficient background information and any proposed motion(s), in order for the Board of Education to give the matter full and informed consideration.
3. The Secretary-Treasurer shall prepare for each meeting of the committee a draft agenda for the committee to consider.