

Raymond School District Policy – BEDB-R\*

AGENDA PROCEDURE

Any resident of Raymond wishing to appear before the Raymond School Board for purposes of a presentation to the School Board must honor the following procedures:

1. A request for inclusion on the agenda must be forwarded to the Superintendent of Schools eight (8) days prior to the scheduled school board meeting. Forms for this purpose are available at the Superintendent's Office or any school building. If the designated form, entitled "Request for Inclusion on the Raymond School Board Agenda", are not available, any written request will be honored as long as the following information is included:
  - a. name of person making request
  - b. meeting date for which the request is being made
  - c. topic to be discussed
  - d. brief description of the problem or matter to be presented
  - e. action requested of the School Board
  - f. name of the spokesperson who will address the School Board on this specific agenda item
  - g. time required for presentation
2. The Superintendent of Schools shall notify the requesting party of the decision on the request. A negative response shall be accompanied by a written statement citing reasons for the response. A positive response will be accompanied by notification of the appropriate time at which the presentation shall be heard by the School Board.
3. In the event that approval of the matter for presentation cannot be realized in conformance with the eight day notice period required above, a School Board member may request a waiver of the notice period. The member can not make such a request unless the information in section 1 (a-g) is on file at the Superintendent's Office. Unanimous consent of the School Board will be required for inclusion of the matter on the agenda for the meeting.

Adopted: April 7, 1971

R/R: 9/7/78, 9/21/78, 3/7/85, 4/21/88, 7/23/98, 9/17/98

Revised: June 6, 2002