

## PROPOSED AGENDA AND CONSENT AGENDA

The Eastmont Board secretary will be responsible for preparing the proposed agenda for each meeting, in accordance with the *chair/president* and one other board member. Copies of the proposed agenda, minutes of the previous meeting, and relevant supplementary information will be delivered to each board member at least three (3) days in advance of the meeting and will be available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting. The proposed agenda for regular and special meetings will be posted to the District's website not less than twenty-four (24) hours prior to the start time of the meeting.

At a special meeting final action may be taken only on that business contained in the original notice of the special meeting and agenda.

### Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. The consent agenda will appear on the regular agenda and include the minutes from the previous meeting(s).

Any item that appears on the consent agenda may be removed on request by a member of the board or the superintendent and placed on the regular agenda. The remaining items on the consent agenda will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

### Cross References:

Board Policy 1400	Meetings, Public Notice, Quorum, Meeting Conduct, Order of Business, and Public Comment
Board Policy 6020	System of Funds and Accounts
Board Policy 6215	Voucher Certification and Approval

### Legal Reference:

RCW 42.30.080	Special Meetings
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### Management Resources:

*Policy & Legal News*, June 2022  
*Policy News*, June 2012  
*Policy News*, June 2012