

Procedure 1020-PR(2): DGB Public Meetings - Agenda and Official Minutes

Original Adopted Date: May 28, 2025 Status: Approved

PUBLIC MEETING AGENDAS

The appropriate representative of the District Governing Board (DGB) shall develop an agenda for each public meeting that is reviewed and approved by the DGB President or their designee.

The board meeting agenda developer will send an electronic request for agenda items to all board members, appropriate administrators, and appropriate stakeholders with sufficient lead time to develop and provide the agenda to the DGB President or their designee for review on the date at least one week in advance of the scheduled meeting. When the agenda is approved, the developer will build a board packet, including the agenda and all relevant backup materials, and distribute the packet to all board members, appropriate administrators, and appropriate stakeholders prior to the scheduled meeting.

The properly developed agenda will be combined and communicated with the meeting notice as described in Procedure 1020.01.

Each agenda, which will guide board members, guests, and participants in a meeting, will be developed using a standard format template that will include, at a minimum, the following sections in the following order:

Meeting title header(s) including the date, time, and location and/or modalities available for attendance

The body of the agenda will list item description titles within each section and the corresponding resource/presenter

Section 1) Call to Order*Roll Call*Pledge*Acknowledge Guests

Optional: Section 2) Call to the Public – with an accompanying description of statutory direction, board and board member actions, public commentor responsibilities and directions, etc. Members of the public wishing to speak during the call to the public will obtain the form “Protocols for Addressing the District Governing Board” from the CEO of the District. After completing the form, the individual should retain a copy for themselves and return the signed original to the President prior to the Call to Order

Section 3) President and Board Member Reports

Section 4) CEO and Staff Reports

Section 5) Action/Information/Discussion Items; each item will be listed and include the appropriate type of description (action, information, and/or discussion) in the line item as a guide to the DGB.

Section 6) Consent Agenda

Section 7) General Information and Recommendations for Future Meeting Agenda Items

A board packet will be assembled and distributed to appropriate individuals for their review using the agenda and any supporting documentation/information provided by the resource/presenter.

A copy of each public meeting notice and agenda will be retained as described in Procedure 1020.01.

PUBLIC MEETING OFFICIAL MINUTES

Each public meeting will be recorded by the most appropriate technological means. Written minutes will be developed from the assembled board packet and recording and marked as DRAFT to be published to the District’s website within three working days after the public meeting.

The minutes of a public meeting will contain the following information:

Date, time, and place of meeting, call to order

Members of the DGB recorded as either present or absent

A general description of matters discussed or considered

An accurate description of all legal actions proposed, discussed, or taken, including a record of how each member voted

The names of the board members who propose each motion

The names of persons who make statements or present material to the DGB

Time at adjournment

Any other information germane to specific DGB actions and/or as described in statute or in the Arizona Open Meeting Law booklet prepared by The Arizona Ombudsman – Citizen's Aide

The minutes of an executive session are confidential and may not be disclosed except to certain authorized persons. To ensure confidentiality and avoid inadvertent disclosure, minutes of executive sessions should be stored separately from regular session minutes.

When draft minutes are approved, generally at the next regularly scheduled board meeting, the posted draft minutes should be updated as appropriate. Posted approved minutes shall remain accessible on the website for at least one year after the meeting.