TRI-PAR ESTATES PARK AND RECREATION DISTRICT
POLICY AND PROCEDURE MANUAL

ITEM 5.31 BOARD MEETING AGENDA

1. The agenda must be posted on bulletin board with the notice of meeting at least 24 hours in advance of the scheduled meeting. For special meetings the notice of meeting will also be listed on the closed circuit television.

2. The Board Secretary prepares an agenda list from the prior workshop actions and any other items to come before the meeting.

3. The Chair checks the agenda, and other supporting documents needed for the meeting.

4. The office manager will print the agenda and email it to the trustees at least 24 hours in advance of the meeting. If any trustee does not have email a copy of the agenda will be placed in their box. Trustees may present additional items to the Board Chair or Secretary if needed prior to meeting.

5. The Office manager will post notice of the meeting and the agenda on the bulletin board.

6. The Chair may make corrections and/or additions to agenda any time prior to the meeting. If time permits the office manager will email or place corrected agenda in each Trustee's box and post on bulletin board.

7. The Board Secretary will remove the agenda from the bulletin board and replace with minutes of the meeting as soon as possible following the meeting.

Adopted by Trustees – 10/20/2015