

**SSDEC
EDUCATION POLICIES MANUAL**

**POLICY BDDC
AGENDA PREPARATION
AND DISSEMINATION**

The agenda and supporting documents shall be prepared by administration with input from the South Slave Divisional Education Council Chairperson and members.

REGULATIONS

1. The agenda will be prepared by Administration.
2. Council members must submit agenda items and supporting documents to Administration fourteen (14) working days prior to a Council meeting.
3. Administration will distribute the prepared agenda and all supporting documents to Council members ten (10) working days prior to a Council meeting.
4. All efforts will be made to notify Council of any information items to be added to the agenda after the meeting packages have been distributed.
5. Administration may request that items of a confidential nature, such as personnel and legal matters, be presented and accepted by Council prior to any public discussion.
6. Media information items, including the agenda, will be distributed by Administration to the most recently updated media contact list.

Date: December 1998
Amended: December 2002
June 2005
December 2007