



AGENDA

Southeast Technical College Policy BEDB/STC

1. Purpose

This policy states the duties and responsibilities of the Southeast Technical College (STC) President (or their designee) in relation to the agenda used at all board meetings.

2. General Statement of Policy

For all regular School Board meetings the STC President (or their designee) shall, at least twenty-four (24) hours before the meeting to which it applies:

- Furnish Board members with an agenda of principal items of business;
- Post a copy of a visible, readable and accessible agenda, at a location visible to the public, at the central office of the District;
- Post a copy of the agenda on the District's website.

To the extent circumstances permit, for special or rescheduled Board meetings the STC President (or their designee) shall, at least twenty-four (24) hours before the meeting to which it applies:

- Furnish Board members with an agenda of principal items of business;
Post a copy of a visible, readable and accessible agenda, at a location visible to the public, at the central office of the District;
- Post a copy of the agenda on the District's website;
- Deliver in person, by mail, by email or by telephone, the agenda to members of the local news media who have requested notice.

The agenda shall include the date, time and location of the regular, special or rescheduled meeting.

For any event hosted by a nongovernmental entity to which a quorum of the Board is invited and public policy may be discussed, but the Board does not control the agenda, the STC President, or designee, may post a public notice of quorum, in lieu of an agenda in accordance with the posting requirements stated above.

If printed material relating to an agenda item is prepared and distributed to the Board before the meeting, the material will be posted to the District's website or made available at the Instructional Planning Center at least twenty-four hours before the meeting or at the time the material is distributed to the Board, whichever is later. This provision does not apply to any printed material or record that is specifically exempt from disclosure or regarding the agenda item of an executive or closed meeting or to materials related to a contested case proceeding under SDCL Ch. 1-26.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References:

SDCL

1-25-1 Official meetings open to the public – Exceptions – Teleconferences – Violation as misdemeanor

1-25-1.1 Notice of meetings of public bodies - Violation as misdemeanor

1-27-1.16 Material relating to open meeting item to be available - Exceptions - Violation as a misdemeanor

Board Approved:

Policy		Board Action	(formerly 9366)
adopted	05.28.68		
amended:	10.25.93	27458.2d.	
amended:	10.24.05	34245	
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