

Adopted
January 10, 2006
Last Revised
March 8, 2016
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March 8, 2016

BP 2340 AGENDAS

References:

Education Code Sections 72121 and 72121.5;
Government Code Sections 6250 et seq. and 54954 et seq.

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings of the Board of Trustees. Agendas will also be placed on each campus adjacent to the President's Office where it is freely accessible to the public. Each agenda shall also be electronically posted on the District's web site. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of, and was continued from, a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The District Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the District Chancellor and the Board President. The written summary must be signed by the initiator. The Board reserves

the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the District Chancellor in consultation with the Board President.

Placing an Item on the Agenda by Members of the Public

It is the intent of the Board of Trustees that members of the public be able to place matters directly related to District business on the agenda of Governing Board meetings by submitting a written summary of the item to the District Chancellor and Board President. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the District Chancellor's Office by the district's published deadline prior to the regularly scheduled Board meeting at which the submitted item is to be addressed.

The item shall be placed on the Board's agenda following the items of business initiated by the Board and staff. Any agenda item submitted by a member of the public and reviewed by the Board at a public meeting cannot be resubmitted by the member of the public before the expiration of a 90-day period following the initial submission.