

Approved  
September 1, 2016

## **AP 2340 AGENDAS**

### **Reference:**

Education Code Section 72121

Board agendas are published and accessible to the public on the District's website. A member of the public may request that an item be placed on a Board agenda by:

- Submitting a written request to the Chancellor describing the item to be placed on the agenda. The requestor shall provide both a proposed agenda title and a brief statement of the item not to exceed fifty words.
- The request shall include contact information for the individual making the request: name, phone number, e-mail address and/or mailing address.

The District Chancellor shall consult with the Board President regarding the request. The District Chancellor may request additional information in order to determine whether or not the item requested relates to the business of the District. The District Chancellor shall respond to the requestor within ten business days of the receipt of the request indicating the determination that either the matter will be placed on an agenda or that the item is not related to the business of the District. The time to respond to make the determination may be extended by the District Chancellor, if necessary, until the information needed to evaluate the request is obtained.

The District Chancellor and Board President have the sole right to determine when the item will be scheduled in order to ensure the orderly conduct of District business. Factors that affect the scheduling of the item include but are not limited to the public notice requirements under the Brown Act, previously identified items of District business requiring discussion and or action and time limitations for conducting the regular business of the college.

Placement of an item directly on the agenda of the Board permits the requestor and other members of the public to comment upon the matter with notice to the public and to the members of the Board of Trustees. Any such item placed upon the agenda shall be for information only.

Acceptance of an item for inclusion on the agenda does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research, or review of material related to the item.

Any item placed on the agenda by a member of the public is subject to all policies and procedures regulating the conduct of Board business.