

BOARD MEETING AGENDA

BP No. 2340

Board Adopted: 11/12/03; 2/20/08; 1/15/14; 7/12/17

Page 1 of 2

- I. Agendas shall be developed by the Superintendent/President in consultation with the President of the Board of Trustees. An agenda shall be posted adjacent to the place of meeting as well as on the District's website at least seventy-two (72) hours prior to the meeting time for regular meetings. 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.
- II. 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 (5) days earlier.
- III. The order of business may be changed by consent of the Board.
- IV. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.
- V. Members of the Board may request a matter directly related to the business of the District as an item on the agenda. The Board must provide the item to the President of the Board eighteen (18) days prior to the regularly scheduled Board of Trustees meeting. The Board President will consult with the Superintendent/President to determine if the item may need advisory review by the shared governance process. If the item has potential funding and or policy implications, the Superintendent/President, in consultation with the Board President, will determine whether the item is agendized as an action or informational item. Failure to adhere to this policy may result in a violation of Code of Ethics/Standards of Practice (BP No. 2715)
- VI. Members of the public may submit a written request to the Superintendent/ President requesting an item to be placed on an agenda for a regular scheduled Board of Trustees meeting on a matter directly related to the business of the District. If the item has potential funding and/or policy implications, the Superintendent/President, in consultation with the President of the Board, will determine whether the item is agendized as an action or informational item. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the Office of the President eighteen (18) days prior to the regularly scheduled Board meeting. Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission. The Board reserves the right to consider and take action in closed

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Page 2 of 2

session on items submitted by members of the public as permitted or required by law.

VII. Sources/References:

Government Code Sections 5495 et seq., 6250 et seq.;
Education Code Sections 72121, 72121.5;
Administrative Procedure 2340