

**Board of Trustees**

1 **BP 2340 AGENDAS**

2 **References:**

- 3 Education Code, Sections 72121 and 72121.5;  
4 Government Code, Sections 54954 et seq. and 7920.000 et seq.

5 **Agenda Development**

6 Board meeting agendas shall be developed by the President/Superintendent in  
7 consultation with the Board President.

8 The agenda shall include a brief description of each item of business to be transacted or  
9 discussed at the meeting. If requested, the agenda shall be provided in appropriate  
10 alternative formats so as to be accessible to persons with a disability.

11 **Noticing**

12 The agenda for each regular Board meeting will be posted in the entryway of the  
13 Administration Building as well as on the District's Internet website at least 72 hours prior  
14 to each regular meeting of the Board and at least 24 hours prior to each special meeting.  
15 Copies of the agenda shall be available in the President/Superintendent's office during  
16 regular office hours prior to the Board meeting and the agenda shall be posted on the  
17 District's website. The agenda is the official document under which District business is  
18 transacted.

19 The President/Superintendent shall establish procedures that provide for public access  
20 to agenda information and reasonable annual fees for the service.

21 **Official Board Actions**

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

- 24 • a majority decides there is an "emergency situation." An emergency situation shall  
25 exist if in the judgment of the President/Superintendent immediate action is  
26 required to protect the health, safety, and/or welfare of the college, its students,  
27 employees, or property; or  
28 • two-thirds of the members (or all members if less than two-thirds are present)  
29 determine there is a need for immediate action and the need to take action came  
30 to the attention of the Board subsequent to the agenda being posted; or  
31 • an item appeared on the agenda of and was continued from a meeting held not  
32 more than five days earlier.

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

34 Additional items can be added to the agenda only if a like item already appears on the  
35 agenda.

36 **Receipt of Agenda**

37 The Board shall receive an agenda for a regular meeting from the Office of the  
38 President/Superintendent at least four days in advance of the date it is to be considered  
39 by the Board. Any supportive or documentary evidence or information pertinent to the  
40 agenda items shall be enclosed with the agenda.

41 **Future Agenda Items**

42 Any member of the public or any Board member may request that a matter within the  
43 jurisdiction of the Board be placed on the agenda of a regular meeting. The request must  
44 be in writing and be submitted to the President/Superintendent with supporting  
45 documents and information, if any, at least three weeks before the scheduled meeting  
46 date. The requested item will be placed on the agenda within 60 days upon receipt of the  
47 supporting documents and information.

48 All such written communications shall be dated and signed by the author, shall contain  
49 the contact information of the author, and the author's organizational affiliation, if any.  
50 Agenda items submitted by members of the public must include twenty copies of written  
51 communication regarding items on the Board's agenda.

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

55 The Board President and the President/Superintendent shall decide whether a request is  
56 within the subject matter jurisdiction of the Board. Items not within the subject matter  
57 jurisdiction of the Board may not be placed on the agenda.

58 In addition, the Board President and the President/Superintendent shall determine if the  
59 item is merely a request for information or whether the issue is covered by an existing  
60 policy or administrative procedure before placing the item on the agenda.

61 The Board President and the President/Superintendent shall decide whether an agenda  
62 item is appropriate for discussion in open or closed session and determine whether the  
63 item is to be agendized as a report, presentation, discussion or an action. Failure to  
64 adhere to this policy may result in a violation of Code of Ethics/Standards of Practice  
65 (Board Policy 2715).

66 The President/Superintendent will determine if the item may need advisory review by the  
67 participatory governance process. The President/Superintendent will determine if the  
68 item has potential funding and/or policy implications.

69 In accordance with law, the public has a right to comment on any consent item. At the  
70 request of any member of the Board, any item on the consent agenda shall be removed  
71 and given individual consideration for action as a regular agenda item.

72 Any agenda item submitted by a member of the public and heard at a public meeting  
73 cannot be resubmitted before the expiration of a 90-day period following the initial  
74 submission.

75 Office of Primary Responsibility: President/Superintendent

76 Also see BP/AP 2345 titled Public Participation at Board Meetings, BP 2350 titled  
77 Speakers, and BP 2355 titled Decorum

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**Date Adopted:** December 12, 2007

**Date Revised:** January 21, 2015

**Dates Reviewed:** October 17, 2018; February 16, 2022

*(Replaces former Cerritos College Policy 1014.1)*