

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 of Trustees meeting agendas shall be developed by the President/Superintendent
7 in 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 of Trustees meeting will be posted in the entryway of
13 the Administration Building as well as on the District's Internet website at least 72 hours
14 prior to each regular meeting of the Board of Trustees and at least 24 hours prior to each
15 special meeting. Copies of the agenda shall be available in the
16 President/Superintendent's office during regular office hours prior to the Board of
17 Trustees meeting and the agenda shall be posted on the District's website. The agenda
18 is the official document under which District business is 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 of Trustees subsequent to the agenda being posted;
31 or
32 • an item appeared on the agenda of and was continued from a meeting held not
33 more than five days earlier.

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

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

37 **Receipt of Agenda**

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

42 **Future Agenda Items**

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

50 All such written communications shall be dated and signed by the author, shall contain
51 the contact information of the author, and the author's organizational affiliation, if any.

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 of Trustees. Items not within the subject
57 matter jurisdiction of the Board of Trustees 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). The member of the public will be allowed a maximum of five minutes
66 to present or speak on the item of business in which they initiated (Administrative
67 Procedure 2345).

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

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

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

77 Office of Primary Responsibility: President/Superintendent

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

Date Adopted: December 12, 2007

Date Revised: January 21, 2015; May 21, 2025

Date Reviewed: October 17, 2018; February 16, 2022