

Board of Trustees

1 **BP 2340 AGENDAS**

2 **References:**

- 3 Education Code, Sections 72121 and 72121.5;
4 Government Code, Sections 6250 et seq. and 54954 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

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)