

This policy was updated to reflect new requirement that districts post board meeting agendas on the District's homepage, which will be effective on January 1, 2019. This requirement is found in Government Code Section 54954.2.

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## BP 2340 Agendas

### Reference:

***Education Code Sections 72121, 72121.5  
Government Code Sections 54950, et seq., 6250 et seq.;***

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An agenda shall be posted adjacent to the place of meeting as well as on the District's Internet website at least 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.

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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 days earlier.

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

The President of the College shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Agendas shall be developed by the President of the College in consultation with the President of the Board.

Agenda items submitted by members of the public must be received by the Office of the President two weeks prior to the regularly scheduled board meeting to assure compliance with the Brown Act.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the President of the College. The initiator must sign the written summary. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law

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.

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### See Administrative Procedure #2340

Approved by the Board of Trustees: June 12, 2001

Amended by the Board of Trustees: October 11, 2005

Reviewed and Approved by the Board of Trustees: June 12, 2016

Amended by the Board of Trustees: \_\_\_\_\_

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