



Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Board Meeting Agendas
Code	BP 2340
Status	Active
Legal	Education Code Section 72121 Education Code Section 72121.5 Government Code Section 6250 et seq. Government Code Sections 54954 et seq.
Adopted	February 3, 1997
Last Revised	December 4, 2017
Last Reviewed	December 4, 2017

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. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

Agendas shall be developed by the Chancellor in consultation with the Board President. Additionally, any two members of the board may submit to the Chancellor an item for discussion or consideration on the agenda.

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 Chancellor shall establish administrative procedures that provide for public access to agenda information.

Members of the public may place matters directly related to District business on an agenda by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator and contain his/her residence or business address and organizational affiliation, if any. Agenda items submitted by members of the public must be received by the Chancellor's Office no later than two weeks prior to the regularly scheduled Board meeting and shall be placed on the Board's agenda following the items of business initiated by the Board and staff. 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.

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

[See Administrative Procedure 2340 Agendas](#)

Approved 2/3/97
Amended 9/10/01, 6/6/11
Amended and renumbered 1/13/14 (formerly BP 9128)
Amended 12/4/17