BP 2340 Agendas   Issued: October 20, 2009
                                                    Revised: May 17, 2016

Reference:
   Government Code Sections 54954 et seq., 6250 et seq.
   Education Code Sections 72121, 72121.5

An agenda shall be posted adjacent to the place of meeting 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.

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.

Members of the public may request matters directly related to the business of the District be placed on an agenda for a board meeting by submitting a written summary of the item to the CEO. The written summary must be signed by the initiator. 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. The CEO will notify the individual of action taken in response to his/her request.

Agenda items submitted by members of the public must be received by the office of the CEO no later than 10 working days prior to the regularly scheduled board meeting. The CEO shall establish an administrative regulation that provides for public, staff, and student access to agenda information and agenda item submission.

Applicable Administrative Regulation:
   AR 2341 Board Agenda Information and Submission