



BP 2340 Agendas

Deliberation at meetings shall be fair, open and thorough, but also efficient, timely, orderly and kept to the point.

In all matters not covered by rules of order adopted by the Governing Board, parliamentary procedures shall be governed by Roberts' Rules of Order, latest edition.

The Superintendent/President, in consultation with the Governing Board President, shall provide an agenda for the regular meeting. The agenda shall be posted in a location adjacent to the place of meeting and freely accessible to members of the public as well as on the District's internet website at least 72 hours prior to the meeting time for regular meetings. The online board agenda may be accessed on the Governing Board's webpage, and a link to the webpage shall be prominently placed on the District's homepage. The agenda shall contain the following:

- The meeting time and location.
- A brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.
- An opportunity for the public to address the Governing Board on items of interest to the public that are within the subject matter jurisdiction of the legislative body.
- If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

Meeting discussion content shall primarily derive from the Governing Board planning cycle and shall be those issues that, according to Board policy, clearly belong to the Governing Board to decide or examine.

The regular order of business may be changed by consent of the Governing Board. Items may be added to the agenda, but the action may not be taken unless one of the following exceptions is met:

- The item is included in the agenda published 72 hours prior to the meeting time for regular meetings.
- A majority of the Governing Board determines an emergency exists which requires "prompt action due to the disruption or threatened disruption of public facilities" [Government Code Section 54956.5].
- The item not listed was posted for and continued from a prior meeting held not more than five calendar days before the meeting at which action is taken.



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- Two-thirds of the members of the legislative body (four members of a five-member Governing Board), or if fewer than two-thirds are present, all of the members present vote that the need to take action arose after the agenda was posted.

The Governing Board may take action at a regular meeting to direct staff to place a matter of business on a future agenda.

No action may be taken on any item if not posted on the agenda, and no discussion may take place on any item not appearing on the posted agenda, except that members of the Governing Board may briefly respond to statements made or questions posed by persons exercising their public testimony rights. In addition, on their own initiative, or in response to questions posed by the public, members may ask a question for clarification, provide a reference to staff or other resources for factual information, or request staff to report back to the body at a subsequent meeting concerning any matter.

The agenda may include a “consent” agenda consisting of routine items requiring Board review and approval. Any item may be removed from consent for discussion by any Governing Board member or member of the public.

Any member of the public who desires to place a matter on the agenda of a regular open Governing Board meeting shall notify the Superintendent/President at least 21 calendar days before a regular meeting. The written notification shall identify the specific matter to be placed on the agenda and include relevant background information. The written summary must be signed by the initiator. The Superintendent/President shall determine whether the specific matter is directly related to the business of the District and whether it is appropriate for consideration in an open Governing Board meeting. Any decision by the Superintendent/President not to place the requested matter on the agenda may be appealed in writing to the Governing Board. The Governing 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 Governing Board’s agenda following the items of business initiated by the Governing 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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If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

References: Education Code Sections 72121 and 72121.5;
Government Code Sections 7920.000 et seq. and 54954 et seq.

Policy

Category: Governance Process

Adopted: 1/26/12
(Replaces former Board Policy 1.10.15 and former Administrative Procedure 1.10.7)

Revised: 5/24/18, 4/27/23