



## **BP 2340      AGENDAS**

### **References:**

Education Code Sections 72121 and 72121.5;  
Government Code Sections 6250 et seq. and 54954 et seq.;  
BP 2210 Officers;  
BP 2430 Delegation of Authority to Superintendent/President

The agenda provides notice to the public of the items to be acted upon or considered by the Board.

### **Preparation of Agendas**

Agendas shall be developed by the Superintendent/President in consultation with the Board President reasonably in advance of the notice period. The Board President may add or delete items to the Board's agenda. The completed agenda shall be posted adjacent to the place of meeting and on the District's 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. The regular order of business may be changed by consent of the Board of Trustees.

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

### **Request by Board Members to Place Matters on a Board Agenda**

A member of the Board may request that an item be placed on a Board agenda by discussing the item with the Board President who may place the item on the agenda as part of his/her responsibilities pursuant to BP 2210 titled Officers. In the event that two or more Board members submit a request in writing that an item be placed on the agenda that item shall be placed on the Board agenda. The item may be noticed for information, discussion, or action.

Inclusion of an item placed on the agenda in this manner does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research, or review of material related to the item.

Any direction to staff to study or provide analysis, research, or review of background material may come only as the result of action approved by a majority of the Board to do so.

### **Addressing Items on the Agenda**

Meetings of the Board shall be conducted in accordance with the Brown Act.

No business may be acted on 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 Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting for information or discussion by submitting a written request to the Superintendent/President. The written request must be signed by the initiator. Agenda items submitted by members of the public must be received by the office of the Superintendent/President two weeks prior to the regularly scheduled Board meeting. 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 by the public before the expiration of a 90 day period following the initial submission.

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.

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**Date Adopted:** July 25, 2013

*(Replaces former SBCC Policy 2340)*

**Reviewed/Readopted:** May 12, 2016

**Legal Reference Update #30:** April 2017