

BP 1340 AGENDAS**References:**

Education Code Sections 72121 and 72121.5;
Government Code Sections 6250 et seq. and 54954 et seq.

An agenda shall be posted adjacent to the place of meeting as well as 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. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. The agenda shall be prepared by the Chancellor of the District, or his designee, in consultation with the President of the Board of Trustees.

No action or discussion shall be taken on any item not appearing on the posted agenda, except that Board Members 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, a Board Member, or District administrative personnel (Staff), may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a Board Member, or the Board, may provide a reference to Staff or other resources for factual information, request Staff to report back to the Board at a subsequent meeting concerning any matter or take action to direct Staff to place a matter, of business on a future agenda.

Notwithstanding the foregoing, the Board may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any such item, the Board shall publicly identify the item.

1. Upon a determination by a majority vote that an emergency situation exists as defined in Administrative Procedure 1320.
2. Upon a determination by two-thirds vote, or if less than two-thirds of the Members are present, a unanimous vote of those Members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.
3. The item was posted as provided above for a prior meeting occurring not more than five (5) calendar days prior to the date action is taken on the

item, and at the prior meeting the item was continued to the meeting at which action is being taken.

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

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 Chancellor 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 in accordance with Administrative Procedure 1345 – Public and Employee Participation at Board Meetings. 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.

Date Adopted: September 16, 2008

Revised: September 20, 2022

Formerly: 2340

AP 1340 AGENDAS

Reference:

Education Code Sections 72121 and 72121.5;
Government Code Sections 6250 et seq. and 54954 et seq.

The agenda is the official document under which Board of Trustees business is transacted.

NOTICE OF AGENDA

The agenda for each regular board meeting will be posted near the entryway of the District office and at each college campus at least 72 hours prior to each regular meeting of the Board of Trustees and at least 24 hours prior to each special meeting. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board meeting and the agenda shall be posted on the District's web site.

OFFICIAL BOARD ACTIONS

The Board of Trustees may take official action only on items listed on the Board meeting agenda, except in the case of an emergency situation. An emergency situation shall exist if in the judgment of the Board of Trustees immediate action is required to protect the health, safety, and/or welfare of the college, its students, employees, or property.

RECEIPT OF AGENDA

The Board of Trustees shall receive an agenda for a regular meeting from the Chancellor's Office at least 72 hours in advance of the date it is to be considered by the Board. Any supportive or documentary evidence or information pertinent to the agenda items shall be enclosed with the agenda.

FUTURE AGENDA ITEMS

At the request of any Board Member, the Board President shall include specific items on future agenda (next meeting unless otherwise requested) for discussion or action.

ADDENDA TO AGENDA

Additional items can be added to the agenda only if a like item already appears on the agenda.

AGENDA ITEMS FROM PUBLIC

Members of the public may place items on the agenda. Items requested to be placed on the agenda must relate directly to District business. The determination of whether or not items to be placed on the agenda by members of the public relate directly to District business is to be made by the President of the Board of Trustees or designee.

The District reserves the right to charge a reasonable, annual fee to any entity or individual wanting notice of all Board of Trustee meetings and copies of the complete agenda sent to them.

Persons with a disability needing an agenda to be provided in an alternative format should contact the Chancellor's Office.

Also see BP/AP 1310 Regular Meetings of the Board, BP/AP 1320 Special, Emergency and Adjourned Meetings, BP 1340 Agendas, BP/AP 1345 Public and Employee Participation at Board Meetings, BP/AP 1350 Speakers, BP/AP 1360 Minutes, BP/AP 1365 Recording, and BP/AP 1820 Public Records Requests and Subpoenas.

Date Approved: September 16, 2008

Revised: June 17, 2025

Formerly: 2340