

### **BOARD POLICY 2340 AGENDAS**

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.

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 in Board Policy BP 2320 Special and Emergency Meetings;
- two-thirds of all members (five affirmative votes) 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.

Agendas shall be developed by the Chancellor in consultation with the Board President and/or Vice-President.

Individual Board members may submit agenda items utilizing the Chancellor's Administrative Procedure 2340 Agenda Development. Alternatively, Board members may notice an agenda item at a board meeting for consideration by the Board at a subsequent meeting. The order of business may be changed by consent of the Board.

Members of the public may request to place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. 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.

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 development and information. Reasonable fees may be charged for documents.

**Reference:**

Education Code Section 72121 and 72121.5;  
Government Code Section 54954 et seq. and 6250 et seq;  
Administrative Procedure 2340.

Approved by the Board of Trustees: September 27, 2011

Revised and approved by the Board of Trustees: July 11, 2017

Revised and approved by the Board of Trustees: January 24, 2023