

**PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS**

**Reference:** *Government Code Section 3547*

Whenever an initial collective bargaining proposal is received from an exclusive representative of College District employees, or whenever the College District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Governing Board:

1. The exclusive representative or the College District must present the initial collective bargaining proposal orally or in writing to the Governing Board at a public meeting.
2. The public shall have an opportunity to respond to the initial proposal at a subsequent public Governing Board meeting. The opportunity for public response shall appear on the Governing Board's regular agenda. Public response shall be taken in accordance with the Governing Board's policies regarding speakers.
3. After the public has an opportunity to respond to an initial proposal presented by the College District, the Governing Board shall, at the same meeting or a subsequent meeting, adopt the College District's initial proposal. The adoption shall be indicated as a separate action item on the Governing Board agenda. There shall be no amendment of the College District's initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting. (No Governing Board action is required in response to an initial proposal by an exclusive representative.)
4. If new subjects for meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the College District, shall be posted by the College District in the same public place it posts its agendas within twenty-four (24) hours after the new subjects are presented in negotiations.
5. When a request to reopen a collective bargaining agreement is received from an exclusive representative, or is made by the College District, the public notice process outlined in items 1-4 of this procedure shall be followed.

When the College District and the exclusive representative agree to amend an executed collective bargaining agreement, the following procedure shall be followed:

- The amendment shall appear on the agenda as a notice item, for action at a subsequent Governing Board meeting.
- The public shall have an opportunity to respond to the amendment at a subsequent Governing Board meeting. The public response shall be indicated on the agenda.