

AGENDAS

Reference: Education Code Sections 72121

Any Governing Board member may put items pertinent to the subject matter jurisdiction of the Governing Board on the agenda. Members of the Governing Board who wish to introduce an item for action at the public Board meeting at which that item is first considered should submit such item for inclusion on the agenda with the Governing Board President and the Superintendent/President at least seven (7) working days preceding public notice of the next Governing Board meeting for agenda items that do not require enclosures and at least twelve (12) working days preceding public notice of the next Governing Board meeting for agenda items that require enclosures.

Any staff member or member of the public may request an item to be placed on the agenda of a regularly scheduled Governing Board meeting by submitting a written request with the Office of the Superintendent/President at least seven (7) working days preceding public notice of the next Governing Board meeting for agenda items that do not require enclosures and at least twelve (12) working days preceding public notice of the next Governing Board meeting for agenda items that require enclosures. An agenda item submitted by a member of the public and heard at a public meeting may not be resubmitted within 90 days of the initial submission.

A written request to place an item on the Governing Board meeting agenda shall include the name, address and telephone number of the person(s) making the request, the name of the organization represented (if any), the nature of the request, and supportive information regarding the request.

The Superintendent/President shall post an agenda containing a brief description of each item of business to be transacted or discussed at the meeting. 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.

Governing Board meeting agendas are made available to employees and members of the public as follows:

- A hard copy of the agenda is posted outside the Office of the Superintendent/ President, the Office of Communications, Community & Government Relations, and the place of meeting, at least 72 hours prior to the meeting time;
- An electronic copy of the agenda is posted on the College District's website at www.swccd.edu under "About SWC;"
- An electronic copy is posted in the Public Folders of the College District's email network; and
- Persons with a disability may request an agenda in an alternative format. A fee may be charged for the alternative format service, based upon actual cost to the College District.