AGENDAS

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

It shall be the responsibility of the Governing Board President, in consultation with the Superintendent/President, to identify the agenda items for each regular and special meeting, in accordance with Robert Rules of Order, pursuant to Policy No. 2355, "Decorum." It shall be the responsibility of the Superintendent/ President, to develop and prepare an agenda containing the items of business to come before the Governing Board at each regular and special meeting, consistent with District Policy & Procedure No. 2510, "Shared Planning & Decision Making," and No. 2515 "Academic Senate: 10+1."

Members of the Governing Board, staff members, and members of the public may submit items to be placed on the Governing Board meeting agenda pursuant to District Procedure No. 2340.

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 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 agenda shall be posted adjacent to the place of meeting 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, and specify the date, time and location of the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability. The Superintendent/ President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

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

See also, District Policy No. 2345, "Public Participation at Board Meetings."