



## Administrative Procedure 2340 Agendas

Reference: *Government Code 53635.7; 54954, et seq.*  
*Education Code Section 72121*

### Agenda Development

Agendas shall be developed by the Chancellor in consultation with the Board President and shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session.

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meeting on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board.

Any member of the public or any Board member may request that a matter within the jurisdiction of the board be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the Chancellor with supporting documents and information, if any, at least two weeks before the scheduled meeting date. Items submitted less than one week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board President and the Chancellor shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board President and the Chancellor shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Board President and the Chancellor shall decide whether an agenda item is appropriate for discussion in open or closed session and whether the item should be an action item, information item or consent item.

When an item properly posted for a regular meeting is continued to a subsequent meeting, it may not be on the agenda of the subsequent meeting if the subsequent meeting occurs within five days. The Board shall publicly identify the item before discussing it.

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Chancellor recommend approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Public Access to Agendas

Agendas will be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings.

Agendas shall be distributed by postal mail to members of the public who so request a copy of the agenda. Supporting documents that are contained in the agenda packet may also be mailed to members of the public who so request a copy. The materials shall be mailed at the time the agenda is posted.

Any request for mailed copies of the agenda or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year.

The Board of Trustees may establish a reasonable annual fee for sending the agendas based on the estimated cost of providing the service.

Board approval date: 12/11/01