



## **BP 2340                      AGENDAS**

### **References:**

Education Code Sections 72121 and 72121.5;  
Government Code Sections 54954 et seq. and 7920.000 et seq.;  
BP 2210 Officers;  
BP 2430 Delegation of Authority to Superintendent/President

The agenda provides notice to the public of the items to be acted upon or considered by the Board.

### **Preparation of Agendas**

Agendas shall be developed by the Superintendent/President in consultation with the Board President reasonably in advance of the notice period. The Board President may add or delete items to the Board's agenda. The completed agenda shall be posted in a location physically accessible 24 hours per day and on the District's 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. The regular order of business may be changed by consent of the Board of Trustees.

If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

### **Request by Board Members to Place Matters on a Board Agenda**

A member of the Board may request that an item be placed on a Board agenda by first meeting and discussing the item and rationale in specific terms with the Superintendent/President and the Board President who may place the item on the agenda as part of his/her responsibilities pursuant to BP 2210 Officers.

After the initial discussion of the proposed agenda item, in the event that the Superintendent President and the Board President do not agree to place the item on a Board agenda, but two Board members who have each met discussed the item specifically with the Superintendent/President and the Board President believe that the agenda item should be discussed by the full Board, those members may submit a request in writing that that item be placed on the agenda, and the item shall be placed on the Board agenda. The item will be noticed for discussion. Consistent with the Brown Act the two proposing Board members and the Board President will not discuss



the proposed agenda item with any other Board members except after notice, during a regular meeting of the Board. If, after full Board discussion, there is a consensus of a majority of the Board to notice the matter for action, it will be placed on a later Board agenda for action. Items placed on the agenda under this paragraph cannot be placed on the agenda again except by the action of a majority of the Board or by the Superintendent/President or Board President as part of their duties. Inclusion of an item placed on the agenda in this manner does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research or review of background material related to the item.

Any direction to staff to study or provide analysis, research, or review of background material may come only as the result of action approved by a majority of the Board to do so.

### **Addressing Items on the Agenda**

Meetings of the Board shall be conducted in accordance with the Brown Act.

No business may be acted on 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.

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 Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting for information or discussion by submitting a written request to the Superintendent/President. The written request must be signed by the initiator. Agenda items submitted by members of the public must be received by the office of the Superintendent/President two weeks prior to the regularly scheduled Board meeting. Agenda items initiated by members of the public shall be placed on the



Board's agenda following the items of business initiated by the Board and by staff. Each member of the public will be allowed a maximum of ten minutes to present or speak on the item of business the member of the public has initiated.

Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted by the public before the expiration of a 90 day period following the initial submission.

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.

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Date Adopted: July 25, 2013  
Reviewed/Readopted: May 12, 2016  
Legal Reference Update #30: April 2017  
Reviewed/Readopted: October 12, 2017  
Legal Update #40: May 2022  
Legal Update #42: April 2023  
Legal Update #44: April 2024  
Legal Update #45: October 2024  
Revised/Readopted: June 26, 2025