

## ADMINISTRATIVE PROCEDURES

**AP 2340 Agendas**

An agenda for each regular meeting shall be prepared and posted as prescribed by law by the Superintendent/President at least 72 hours in advance of the meeting.

**Preparation of Agenda Items**

The initiator prepares a proposed agenda item using the designated Board agenda item format. Templates for agenda items are provided by the President's Office and are available through the Vice Presidents of Academic Affairs, Student Services, and Administrative Services.

The information item template is used for agenda items that are informational and do not require Governing Board action. The resolution template is used for agenda items that require action, i.e., adoption or approval, by the Governing Board.

The initiator submits the proposal to the appropriate vice president whose area of responsibility covers the requested action. Upon review and endorsement by the vice president, proposed agenda items are forwarded to the President's Office by the established agenda deadline. Backup documents for agenda items shall also be delivered to the President's Office by the established deadline.

The President's Office reviews agenda items and assembles the agenda packet, for review and approval by the Superintendent/President. The agenda document is further reviewed at the monthly board agenda review meeting by the Superintendent/President, Vice Presidents, Deans, and President's Office staff. This version will be forwarded to the Board Chair and Vice Chair for discussion with the Superintendent/President.

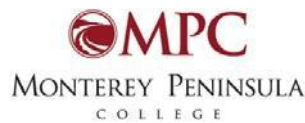
The final agenda packet is submitted to the Print Shop for production.

**Posting**

The President's Office posts the agenda document at the Administration Building and on the Governing Board meeting page of the District's website at least 72 hours prior to the meeting.

**Receipt of Agenda**

The agenda shall be mailed or delivered to the Governing Board within the foregoing time limits and shall be accompanied by such other materials as the Superintendent/President believes will assist the Board in arriving at decisions. Copies are also distributed to key college staff.



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Members of the public and of the college community can view Governing Board agendas on the District's website.

The public can receive copies of the agenda through the President's Office at the standard District charge for photocopies. Any individual can print the agenda from the website.

### **Agenda Items from Board Members**

Any Board member may request that an item be placed on the agenda. Items proposed will be considered for inclusion on a future agenda by the Governing Board under the Advanced Planning section of the regular meeting agenda.

### **Agenda Items from the Public**

Members of the public may place items on the agenda. Items requested to be placed on the agenda must relate directly to District business. The determination of whether or not items to be placed on the agenda by members of the public relate directly to District business is to be made by the Superintendent/President or his/her designee.

To place an item on the agenda, the requestor shall submit a written request to the Superintendent/President describing the item to be placed on the agenda. The requestor shall provide both a proposed agenda title and a brief statement of the item not to exceed 50 words.

The request shall include contact information for the individual making the request: name, phone number, e-mail address and/or mailing address.

The Superintendent/President shall consult with the Governing Board Chair regarding the request. The Superintendent/President may request additional information in order to determine whether the item requested relates to the business of the District. The Superintendent/President shall respond to the requestor within ten business days of the receipt of the request indicating the determination that either the matter will be placed on an agenda or that the item is not related to the business of the District. The time to respond to make the determination may be extended by the Superintendent/President, if necessary, until the information needed to evaluate the request is obtained.

While every effort shall be made to place the item on the agenda of the next regularly scheduled Governing Board meeting that follows the request, the Superintendent/President and Board Chair have the sole right to determine when the item will be scheduled in order to ensure the orderly conduct of District business. Factors that affect the scheduling of the item include but are not limited to the public notice requirements under the Brown Act, previously identified items of District business requiring discussion and/or action, and time limitations for conducting the regular business of the college.



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Placement of an item directly on the agenda of the Governing Board permits the requestor and other members of the public to comment upon the matter with notice to the public and to the members of the Governing Board. Any such item placed upon the agenda shall be for information only.

Acceptance of an item for inclusion on the agenda does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research, or review of material related to the item.

Any item placed on the agenda by a member of the public is subject to all policies and procedures regulating the conduct of Board business.

See Board Policy 2340 – Agendas and Board Policy/Administrative Procedure 3300 – Public Records

**References:** Education Code Section 72121

**President's Cabinet Approved:** June 26, 2017

**Reviewed:** May 13, 2019