

AGENDA OF GOVERNING BOARD MEETINGS

Under the direction of the Governing Board, the agenda is prepared by the Chancellor. The Board agenda is comprised of the Table of Contents (brief description of the closed and public sessions) and the individual Board reports.

Governing Board agendas shall be delivered to the members of the Governing Board four working days preceding the day of the meeting.

Three working days (72 hours) before each regular meeting of the Governing Board the official agenda shall be posted in a conspicuous place at the District Office, in the administration offices of each college, and on the District web site; for special meetings, 24 hours.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open (public) session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

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; and/or
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

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

Public Right to Place Matters on Agenda

Members of the public may place matters directly relating to community college District business on the agenda of District Governing Board meetings, and members of the public may address the Board regarding items on the agenda as such items are taken up. Persons seeking to place items on the agenda must submit a written description of the item to the Chancellor. Speakers must adhere to the subject provided in writing. The request to be placed on the agenda must be in accordance with deadlines set by the Chancellor’s Office for preparation of agenda materials. The Chancellor will schedule the item on the next regular meeting agenda, if possible, but not later than forty-five (45) working days after the date the request is submitted.

Members of the public submitting items on the agenda will be allotted five (5) minutes to address the Governing Board on the item. After the item has been placed on the agenda and considered by the Board at a regular or special meeting, it will not be placed on the agenda again for ninety (90) days unless the Board continues the matter for further discussion and/or action.

Education Code 72121.5