BP 2340 AGENDAS

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

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

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 by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. 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.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President four 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. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

The Superintendent/President shall prepare the Board agenda for each meeting with the specific date, time and place of such meeting. A copy of the agenda will be furnished to each trustee.

At the time when agendas are dispatched by the secretary to individual board members, copies of the agenda shall also become available to the media and public. For all regular meetings, the agenda shall be posted outside administration building B and mailed and delivered to the media at least 72 hours prior to the time of said regular meeting, and in the case of special meetings, at least 24 hours prior to said special meeting.

**Items Not on the Agenda**
Discussion may not take place on an item not on the posted agenda except as specified in the Brown Act.

**Order of Business and Conduct of Meeting**
Public participation is addressed in BP 2345 titled Public Participation at Board Meetings. Three members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all Board members present will be required for the passage of a motion except where otherwise provided by state law.

The order of business at a regular meeting of the Board shall be as follows:

1. Call to Order
2. Public Comment to Closed Session
3. Adjourn to Closed Session
4. Reconvene to Open Session
5. Action Taken in Closed Session
6. Pledge of Allegiance
7. Approval of Agenda as Presented
8. Public Comment
9. Approval of Minutes
10. Presentation(s)
11. Consent agenda
12. Oral reports
   12.A. Superintendent’s report
   12.B. Board member reports
   12.C. Association reports (Rotating Order)
      1) Academic Senate
      2) Associated Student Body Government
      3) California School Employees Association
      4) Faculty Association
      5) Part-Time Faculty Association
      6) Management Association
7) AHC Foundation

13. Action items
14. Information items
15. New Business
16. Calendar
17. Adjournment

A public hearing on the budget will be held as required by law.

In order to facilitate an exchange of views among members of the Board, a motion without a second may be discussed or commented upon unless objection is made or until the chair declares the motion dead.

In all matters not covered herein, the board shall use parliamentary procedure following the manual known as Robert's Rules of Order, revised edition.

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

Adopted: 6/18/91
Revised: 8/18/92
Revised: 4/20/93
Revised: 4/26/94
Revised: 11/22/94
Revised: 3/21/95
Revised: 5/16/95
Revised: 3/19/96
Revised: 4/21/98
Revised: 6/20/00
Revised: 11/18/14

(Replaces a portion of the Rules and Regulations of the Board of Trustees)
AP 2340  AGENDAS

Agenda Development
The initiator prepares a proposed agenda item using the designated Governing Board agenda item format. Templates provided by the Superintendent/President’s Office are available through the Chief Officers of Academic Affairs, Student Services, and Administrative Services.

Agenda items that are informational and do not require Board action are to include the notation “Information”. Items that require Board action are to include the notation “Action” or “Consent – Action”.

The initiator submits the proposal to the appropriate chief officer whose area of responsibility covers the requested action.

Upon endorsement by the chief officer, item is forwarded to the Chief Business Services Officer if the proposal includes fiscal implications or to the Superintendent/President’s Office if there are no fiscal implications.

Following review/editing of fiscal implications, proposed agenda items are forwarded to the Superintendent/President’s Office by the published deadline. Items are forwarded electronically by email.

The Superintendent/President’s Office staff reviews agenda items to ensure a professional presentation, assembles them into one document, and obtains printed copies. The document is also posted on the Board page of the District’s web site.

Printed or electronic copies of the regular Board agenda document are delivered to Board members approximately one week prior to the Board meeting. Copies are also distributed to key college staff. The list of agenda items to be considered at the Board meeting is posted in various locations on the campus and at each of the centers.

Public Access To Agendas
Members of the public and of the college community can view Board agendas on the District’s web site or in the glass display case in front of building B.
Fees To The Public
The public can receive copies of the agenda through the Superintendent/President’s Office at the standard District charge for photocopies. Any individual can print the agenda from the web site at no charge.

Official Board Actions
The Board may take official action only on items listed on the Board meeting agenda, except in the case of an emergency situation. An emergency situation shall exist if in the judgment of the Superintendent/President immediate action is required to protect the health, safety, and/or welfare of the college, its students, employees, or property.

Future Agenda Items
At the request of any Board Member, the Board President shall include specific items on future agenda (next meeting unless otherwise requested) for discussion or action.

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.

Board agendas are published and accessible to the public on the District’s website. A member of the public may request that an item be placed on a Board agenda by:

- Submitting a written request to the Superintendent/President describing the item to be placed on the agenda no less than four weeks before the scheduled meeting. The requestor shall provide both a proposed agenda title and a brief statement of the item not to exceed fifty 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 Board President 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 Board meeting that follows the request, the Superintendent/President and Board President have the sole right to determine when the item will be scheduled in order to ensure the orderly conduct of college 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 college business requiring discussion and/or action and time limitations for conducting the regular business of the college.

Placement of an item directly on the agenda of the 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 Board of Trustees. 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.

The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

No fees shall be charged to the public for placing items on the agenda.

Reference: Education Code Section 72121

Approved: 10/21/2014

(This is a new procedure recommended by the Policy and Procedure Service)