

CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.45 (BP 2340, 2345, and 2350)

BOARD POLICY
San Mateo County Community College District

Subject: 1.45 Agendas for Meetings
Revision Date: 3/12
Policy Reference: Government Code Sections 54954 et seq. and 6250 et seq.; Education Code Sections 72121 and 72121.5

1. An agenda for each meeting of the Board shall be prepared jointly by the President of the Board or designee and Chancellor. Any member of the Board may ask the Board President to add an item to the agenda. If the Board President denies the request, the requesting Board member may raise the issue at a Board meeting under “Statements from Board Members.” If a majority of Board members agree to add the item, it shall be added to a subsequent agenda. Normally, requests for agenda items shall be submitted ten calendar days in advance of the meeting date.
2. At least five (5) days prior to each regular meeting, the meeting agenda shall be provided to Board members. The agenda will include titles that accurately describe each item of business to be transacted or discussed at the meeting.
3. The agenda for each regular and special meeting shall be posted where the public and District employees may see it, at least seventy-two (72) hours prior to the time of the regular meeting and at least twenty-four (24) hours prior to special meetings. The agenda will also be posted on the District’s website. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability. Members of the public and others can request that their names be added to an email list for agendas and board packets.
4. The agenda shall clearly state the items proposed for action. No conclusive policy decision may be taken on a matter until it appears on a published agenda. Items of policy cannot be added to the agenda at the time of the regular meeting unless:
 - a. a majority decides there is an “emergency situation” as defined for emergency meetings;
 - b. 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;
 - c. an item appeared on the agenda of, and was continued from, a meeting held not more than five (5) days earlier.
5. This does not preclude the taking of testimony at regularly scheduled meetings on matters not on the agenda which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at the same meeting at which testimony is taken.
6. The order of business may be changed by consent of the Board.
7. The agenda of regular meetings may contain a consent agenda section, under which noncontroversial items of a routine nature, as determined by the Chancellor, may be approved by one vote of the Board. Sufficient back-up material on consent agenda items shall be made available to Board

1.45 Agendas for Meetings (continued)

members in advance of the meeting. Prior to a motion for approval of the consent agenda, a Board member may ask questions about a particular agenda item. Also before approval, any Board member, interested student or citizen, or member of the staff may request that an item be removed to be considered separately. If an item is removed, it will be discussed in the order listed, after approval of remaining items on the consent agenda.

8. The agenda of each regular meeting shall include an opportunity for enrolled students, staff, and the public to address the Board on any matter directly related to the business of the College District (Statements from the Public on Non-Agenda Items). No action can be taken by the Board on such items. In addition, once an agenda item has been presented and staff reports made, the Board shall invite public participation in discussion related to the item.
9. Any person or persons wishing to place a matter directly related to community college district business before the Board for deliberation or action shall submit to the Chancellor a written request for inclusion of the matter on the agenda no less than seven days prior to the date of the regular meeting. The Board President, in conjunction with the Chancellor, shall decide where and when the item will be placed on the agenda.