

1.45 Agendas for Meetings

1. An agenda for each meeting of the Board shall be prepared by the Chancellor ~~Superintendent~~ of the District. Matters to be included on the agenda for Board action or deliberation must be submitted to the Chancellor ~~Superintendent~~ ten calendar days in advance of the regular meeting.
2. At least five (5) days prior to each regular meeting, the meeting agenda shall be mailed to Board members.
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)~~ **seventy-two (72)** hours prior to the time of the regular meeting and at least ~~twenty-four (24)~~ **twenty-four (24)** hours prior to special meetings. ~~The agenda will also be posted on the District's website.~~
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: ~~the Board determines that the item needs immediate attention and the need to consider the item was discovered after the agenda was posted. The vote required to add an agenda item under this provision is either 2/3 of the entire Board or a unanimous vote if less than 2/3 of the Board is present (Education Code Section 54954.2).~~
 - 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 shall contain a consent agenda section, under which noncontroversial items of a routine or nonrecurring nature, as determined by the Chancellor-~~Superintendent~~, may be approved by one vote of the Board. Sufficient back-up material on consent agenda items shall be made available to Board 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). 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 before the Board for deliberation or action shall submit to the Chancellor-~~Superintendent~~ a written request for inclusion of the matter on the agenda no less than seven days prior to the date of the regular meeting (Presentation to the Board by Persons or Delegations).

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

(Rev. ~~1/97~~ 03/09)