

**CHAPTER 2: Administration and General Institution  
ADMINISTRATIVE PROCEDURE NO. 2.16.1 (AP 2610)**

**ADMINISTRATIVE PROCEDURE  
San Mateo County Community College District**

**Subject:** AP 2.16.1 Presentation of Initial Collective Bargaining Proposals  
**Revision Date:** 9/12  
**References:** Government Code Section 3547

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1. Whenever an initial collective bargaining proposal is received from an exclusive representative of San Mateo County Community College District Employees, or whenever the District presents an initial proposal, the following actions will be taken at public meetings of the Board of Trustees.
2. The exclusive representative of the District will present the initial collective bargaining proposal in writing to the Board at a public meeting.
3. The public shall have an opportunity to respond to the proposals at a subsequent Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public responses shall be taken in accordance with the Board's policies regarding speakers.
4. After the public has an opportunity to respond to an initial proposal, the Board shall, at the same meeting or at a subsequent meeting, adopt the initial proposals. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the initial proposals unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.
5. If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative of the District, shall be posted by the District in the same public place as it posts its agendas within 24 hours after their presentation in negotiations.
6. When a request to reopen a collective bargaining agreement as required by the agreement, it received from an exclusive representative or is made by the District, the public notice procedure outlined above shall be followed.
7. When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed;
8. The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.
9. The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.