

Agendas shall be developed by the superintendent/president in consultation with the Board of Trustees president. Agenda items must relate to the business of the district.

The agenda shall be posted on the district’s website and adjacent to the place of meeting in an area reasonably accessible to the public at least seventy-two (72) hours prior to the meeting time for regular meetings and at least twenty-four (24) hours prior to the meeting time for special meetings. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to disabled persons.

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a crippling activity, work stoppage or other activity that severely impairs public health, safety or both, the board may dispense with the twenty-four (24)-hour notice requirement, and in lieu thereof, shall comply with the applicable provisions of Government Code §54956.5, including any code section revising or replacing such section. Emergency meetings may be called upon one-hour notice to media outlets that have requested notice in writing. Notification of an emergency meeting will be provided to board members, press, and employees as soon as reasonably possible.

No business may be acted on or discussed that is not on the agenda, except when one or more of the following apply:

- 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 days earlier.

The order of business may be changed by consent of a majority of the board.

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 initiator may also provide an organizational affiliation, if any, but is not required to do so, but in order to be considered, 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.

Agenda items submitted by members of the public must be received by the office of the superintendent/president at least one week prior to the regularly scheduled board meeting.

Board members may place items on the agenda by verbal request at the previous board meeting or by submitting a written summary of the item to the superintendent/president at least one week prior to the regularly scheduled board meeting.

Staff members may place items on the agenda submitting a written summary of the item to the superintendent/president at least one week 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 ninety-day (90) period following the initial submission. Submitted agenda items will be placed on the next appropriate agenda.

The superintendent/president shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

See Administrative Procedure 2340, Agendas.