



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## Board Policy

### Chapter 2 – Board of Trustees

#### BP 2340 – AGENDAS

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An agenda shall be posted adjacent to the place of meeting as well as on the District's Internet website 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 of Trustees.

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

Any Board member may put items on the agenda pertinent to the educational jurisdiction of this District. Members of the Board of Trustees who desire to introduce an item for immediate action at the public Board meeting at which that item is first considered should file such item for inclusion on the agenda with the Office of the Chancellor five working days preceding the next Board Meeting for agenda items that do not require any preparation and seven working days preceding for agenda items that require review and preparation.

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 Chancellor. 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 Chancellor in consultation with the Board President.

Agenda items submitted by members of the public must be received by the Office of the Chancellor ten working days 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.

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

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**Adopted:** 12/14/06

**Revised:** 5/11/17, 10/24/17

*(Replaces current SDCCD BP 2340)*