



**AP 2340      Board Agenda Preparation**

References:

Approved:            August 1, 2010

Last Revised:

Last Reviewed:

---

A Board agenda meeting schedule, including agenda item due dates, will be developed and posted after the Board's annual organizational meeting.

All items submitted for placement on the District Board agenda shall be submitted to the President's Office after review and verification by the appropriate vice president. 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 signed written summary of the item to the President's Office at least two weeks prior to a regularly scheduled Board meeting.

Board agendas will be posted on the main campus outside the first floor entrance of the Student and Administrative Services Building, and on the College web site. Members of the public who wish to receive a mailed paper copy of the agenda will be charged for the copying and mailing of the documents.