



BP 2340 Agendas

References: Education Code Sections 72121 and 72121.5
 Government Code Sections 54954 et seq. and 7920.000 et seq.;

Adopted: December 10, 2008
Last Revised: October 10, 2018; June 2023; December 2025
Last Reviewed: October 10, 2018

An agenda will be posted in a location physically accessible 24 hours per day, as well as on the District's website at least 72 hours prior to the meeting time for regular meetings. The agenda will include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda will 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 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.

The Superintendent/President, in consultation with the Board President, will develop agendas.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, will be provided by mail or email. The Superintendent/President will establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may request matters directly related to the business of the District be placed on an agenda for a Board meeting, subject to approval by the Superintendent/President in consultation with the Board President, by submitting a signed written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received in the Office of the Superintendent/President two weeks prior to the regularly scheduled meeting. If approved, agenda items initiated by members of the public will 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. 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.

See Administrative Procedure 2340.