

BOARD POLICY

2340

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BOARD AGENDAS

Agenda Development by Staff:

The Chancellor, in consultation with staff and, as appropriate, the Board President, shall develop agendas and then review them with the Board Officers after posting.

Any member of the Board wishing to place an item on the agenda shall consult with the Board President, who shall confer with the Chancellor on the request. Such requests shall be made no fewer than two weeks before the Board meeting.

Agenda Postings:

An agenda shall be posted in a location physically accessible 24 hours per day and on the District's 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 in order to be accessible to persons with a disability.

Board Actions:

No business may be acted on or discussed that 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 in Board Policy 2320 – *Special and Emergency Meetings*;
- two-thirds of the members (or all members if fewer 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; or
- 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.

Public Rights for Agenda Item Placement:

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

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.

Adopted: 08-27-07 Revised: 11-15-21
Revised: 06-17-13 Revised: 10-26-26
Revised: 10-29-18

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Agenda items submitted by members of the public must be received by the office of the Chancellor at least two (2) weeks 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.

Each member of the public will be allowed a maximum of two (2) minutes to present or speak on the item of business the member of the public has initiated.

Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 180-day period following the initial submission.

The Board reserves the right to consider and take action on, in closed session, items submitted by members of the public as permitted or required by law.

References:

Government Code Sections 54954 et seq., and 7920.000 et seq.

Education Code Sections 72121 and 72121.5

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