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**Board Policy**  
Chapter 2 – Board of Trustees

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**BP 2340 AGENDAS**

The Superintendent/President, as Secretary of the Board of Trustees, shall prepare an agenda for each regular meeting of the Board of Trustees. The agenda shall be reviewed in advance by the Board Chair at regularly scheduled agenda review meetings. The Chair may include the Vice-Chair in the agenda review meetings.

Any member of the Board of Trustees may call the Board Chair and/or the Superintendent/President and request any item to be placed on the agenda no later than one week before the meeting of the Board of Trustees.

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 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 Superintendent/President 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 Superintendent/President. 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.

Members of the public may request to place matters on the agenda for meetings of the Board of Trustees according to the following provisions:

1. Such requested agenda item shall be related to the business of the District.
2. The item shall be submitted to the Superintendent/President's Office two weeks prior to the time a regularly scheduled Board meeting is to commence. Individuals who wish to place an item on the agenda should complete a form available in the Superintendent/President's Office which includes name, address, subject of agenda item, rationale for agenda item, and a contact telephone number.
3. If the item submitted is presented for Board consideration, a summary of the item shall be placed on the agenda during Communication and Public Comments.
4. The number of items presented for a Board meeting may be limited by the Superintendent/President in consultation with the Board Chair.

Also see BP 2310 Regular Meetings of the Board, BP/AR 2320 Special and Emergency Meetings, AR 2430 Agendas, and BP/AR 3300 Public Records.

**References:**

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

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Adopted: May 1, 2000 (for BP 1550, BP 1551, and BP 1560)

Revised: December 1, 2003 (for BP 1550 and BP 1560)

Revised: June 6, 2017

*(Replaces SMC BP 1550, BP 1551, and BP 1560)*