

Board Policy 2340

Agendas

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. This agenda will also be posted to the El Camino College internal and external web sites. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

1. A majority decides there is an “emergency situation” as defined for emergency meetings;
2. 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;
3. 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 shall establish administrative procedures that provide for public access to agenda information and may establish reasonable fees for duplication and mailing.

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.

Agendas shall be developed by the Superintendent/President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President at least one week 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:

Government Code Sections 54950, et seq., 6250 et seq.;
Education Code Sections 72121, 72121.5

El Camino College
Adopted: 4/16/01

Replaces Board Policy # 9342