

**Policy****2340 Agendas**

An agenda for each regular meeting of the Board shall be developed by the Chancellor in consultation with the Board President, Vice President, and Past President.

The 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.

Agendas for all Board regular meetings will include provision for constituency participation through association reports, in addition to public comments.

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.

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 procedures that provide for public access to agenda information and may result in a reasonable fee 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. 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.

Agenda items submitted by members of the public must be received by the Office of the Chancellor no later than 30 business days 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

1 public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period
2 following the initial submission.

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4 **Cross References (see also):**

5 YCCD Policy 2345 – Public Participation at Board Meetings

6 YCCD Policy 7-8049 – Academic Senates

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8 **References:**

9 Education Code Sections [72121](#) and [72121.5](#); Government Code Sections [54954 et seq.](#) and [7920.000 et](#)
10 [seq.](#)

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12 **Adopted:** May 7, 2002

13 **Revision Adopted:** ~~September 2, 2003, March 9, 2016, March 13, 2019,~~ May 10, 2023

14 **Last Reviewed:** ~~March 9, 2016, March 13, 2019,~~ May 10, 2023

Administrative Procedure

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2340 Agendas

Agendas will be developed no less than seven days prior to a scheduled Board meeting. Agendas will be distributed to each College and Central Services and posted a minimum of 72 hours prior to a scheduled Board meeting. Postings must be in areas that are easily accessible by the public. In addition, Board agendas will be posted on the District’s website and sent to the local newspapers, as requested. Members of the public requesting an agenda will be directed to the YCCD website.

References:

Education Code Sections [72121](#) and [72121.5](#); Government Code Sections [54954 et seq.](#) and [6250 et seq.](#)

Procedure Last Revised: ~~April 11, 2007, March 9, 2016, March 13, 2019,~~ May 10, 2023

Last Reviewed: ~~March 9, 2016, March 13, 2019,~~ May 10, 2023