

**Policy****2340 Agendas**

An agenda for each regular meeting of the Board shall be developed by the Chancellor in consultation with the Board Chair.

The agenda shall be posted adjacent to the place of meeting 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.

The Chancellor shall establish administrative procedures that provide for public access to agenda information.

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

Cross References (see also):

YCCD Policy 2345 – Public Participation at Board Meetings

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References:

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

Adopted: May 7, 2002

Revision Adopted: ~~September 2, 2003~~, March 9, 2016

Last Reviewed: March 9, 2016

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 Section [72121](#)

Procedure Last Revised: ~~April 11, 2007~~, March 9, 2016

Last Reviewed: March 9, 2016