



Board Policy
Chapter 2 – Governing Board

BP 2340 Agendas

References:

Education Code Sections 72121 and 72121.5;
Government Code Sections 54954 et seq. and 7920.000 et seq.

An agenda shall be posted in a location physically accessible 24 hours per day, as well as 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 so as to be accessible to individuals 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 Governing Board subsequent to the agenda being posted;
- an item appeared on the agenda and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Governing 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 Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable fees for the service as allowed by law.

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 Governing 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 in consultation with the Governing Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President ten days prior to the regularly scheduled Governing 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 Governing Board and by staff.

Each member of the public will be allowed a maximum of three 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 90-day period following the initial submission.

The Board will act only upon matters identified as action items on the agenda. Official action taken by the Board shall be affirmed by a formal vote. The Board shall act by majority vote. Voting is by voice unless a written ballot is requested by the President of the Board. If the vote is not unanimous, the minutes shall reflect the vote of each member. A roll call vote may be called for by any Board member.

Also see BP 2310 Regular Meetings of the Governing Board, BP/AP 2320 Special and Emergency Meetings, AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP 2350 Speakers, BP 2355 Decorum, BP/AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: 11/13/07;

Revised: 1/9/18; 9/8/26

Reviewed: 6/10/14

*(Replaces former Palomar College Policies
12.8, 12.9, and 12.11 and all previous versions
of BP 2340)*