

North Orange County Community College District  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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## **BP 2340 Agendas**

Reference:

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

- 1.0 An 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. Agendas shall be developed by the Chancellor. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.
- 2.0 Business that is not on the agenda may not be acted on or discussed, except when one or more of the following apply:
  - 2.1 A majority decides there is an "emergency situation" as defined for emergency meetings;
  - 2.2 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;
  - 2.3 An item appeared on the agenda and was continued from a meeting held not more than five days earlier.
- 3.0 The order of business may be changed by consent of the Board.
- 4.0 The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.
- 5.0 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, contain his or her residence or business address, and organizational affiliation, if any. 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.
  - 5.1 Agenda items submitted by members of the public must be received by the Office of the Chancellor one week prior to the regularly scheduled board meeting.
  - 5.2 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

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cannot be resubmitted before the expiration of a 90-day period following the initial submission.

- 6.0 Faculty, staff and students 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 through established procedures in the colleges and School of Continuing Education.
- 7.0 In accordance with BP2510 and AP2510, the Academic Senates may independently initiate agenda items by submitting a written summary of the item to the Chancellor. The summary must be signed by the President of the initiating Senate. The Board reserves the right to consider and take action in closed session on items submitted by the Senates as permitted or required by law.
  - 7.1 Agenda items submitted by the Academic Senates must be received by the Office of the Chancellor one week prior to the regularly scheduled board meeting.
  - 7.2 Agenda items submitted by the Academic Senate shall be placed in the appropriate section of the agenda for the topic.
- 8.0 Members of the Board of Trustees may place items on the agenda by contacting the Chancellor's Office.

See Administrative Procedure 2340.

**Date of Adoption:** June 24, 2003

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