Glendale Community College District

2340
Board Policy

AGENDAS

An agenda shall be posted adjacent to the place of meeting at the Verdugo Campus, Garfield Campus and the Professional Development Center at least 72 hours prior to the meeting time for regular meetings, and 24 hours prior to the meeting time for special 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.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

The order of business may be changed by consent of the Board.

The Superintendent/President shall establish administrative regulations that provide for public access to agenda information and reasonable annual fees 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 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.

Agenda items submitted by members of the public must be received by the Office of the Superintendent/President 10 working 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.

Reference:

- Government Code Sections 54954 et seq., 6250 et seq.
- Education Code Sections 72121, 72121.5

Administrative Regulation:
None

Adopted 12/17/07
Revised 6/17/13; 2/17/15