

**BP 2340      AGENDAS****References:**

Education Code Sections 72121 and 72121.5;

Government Code Sections 6250 et seq. and 54954 et seq.

An agenda shall be posted adjacent to the place of meeting as well as on the District's Internet website at least seventy-two (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 of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of an adjourned meeting and was continued from a meeting held not more than five (5) days earlier.

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

The agenda for each regular and special meeting shall be prepared by the Superintendent/President and its contents approved by the Board Officers.

Any Board member may have an item placed upon the agenda for the next Board meeting by so informing the Board President and the Superintendent/President in writing at least fifteen (15) days prior thereto.

The agenda, together with all completed reports, shall be provided each Board member at least three (3) working days before each meeting.

The Superintendent/President 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 Superintendent/President. The written summary must be signed by the initiator. The Board of Trustees 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 fifteen (15) working days prior to the regularly scheduled Board meeting.

Items initiated by members of the public shall follow items of business on the Board's agenda after those initiated by the Board of Trustees 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 ninety (90) day period following the initial submission.

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Date Adopted: July 21, 2009

*(Replaces current College of Marin Policies 1.5030, 1.5070, and 1.5320)*

**Date Reviewed/Revised: June 20, 2017**