

Coast Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2340 Agendas

References:

Education Code Sections 72121 and 72121.5;
Government Code Sections 54954 et seq. and 6250 et seq.

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. 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.

A topical agenda will be prepared by the Secretary of the Board for each meeting, and will be posted on the bulletin board on the north side of the Administration of the Coast Community College District, 1370 Adams Avenue, Costa Mesa, CA 92626 at least seventy-two hours prior to the start of each Regular Meeting, and at least twenty-four hours prior to the start of each Special Meeting, unless otherwise provided by law. All Board Meeting Agendas will be posted in compliance with applicable law, and will clearly state the date, time, and location of the meetings. All Board Meeting Agendas will also be posted on the District website, www.cccd.edu, seventy-two hours in advance of Regular Meetings, and at least twenty-four hours in advance of Special Meetings. Board Agendas shall also be distributed to any media outlet or member of the public that has made a request in writing to receive them. Concerning emergency meetings, absent a dire emergency, telephonic notice must be provided to all media outlets that have requested Board Agendas, at least one hour before the meeting. In the case of a dire emergency, notice need only be provided at or near the time that notice is provided to the members of the Board. A dire emergency is a crippling disaster, mass destruction, terrorist act, or a threatened terrorist activity that poses peril so immediate

and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of the members of the Board

The Board of Trustees encourages citizens of the District to present matters for consideration and to attend Board meetings.

All meetings of the governing Board are open to the public excepting closed sessions as prescribed by applicable law.

Any member of the public or representative of an organization may request that matters related to the business of the Coast Community College District be placed on the agenda. Such requests are to be in writing, addressed to the Secretary of the Board, and received at least eight calendar days prior to the meeting. Such a request shall include the following information:

1. Name, address, and telephone number of the person or persons submitting the request and the name of the organization or group represented, if any. Such information shall be used for District purposes only and the individual's address and telephone number will not be released to any third party without the permission of the individual.
2. Statement of the action to be requested of the Board and pertinent background information leading to the request.

The Secretary of the Board shall notify the individual or group of the time and place of the Board consideration of the request. The Secretary of the Board shall set the date for this consideration as soon as possible after sufficient time to assemble pertinent data.

Participants having requested in writing to speak on a given subject will be recognized before the President of the Board of Trustees calls for a vote on that subject.

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.

The Board reserves the right to conduct in closed session all matters not required by law to be conducted in open session.

The Secretary of the Board, from time to time, may adopt such other reasonable provisions to implement Section 72121.5 of the Education Code as the Secretary may consider necessary. If the Secretary does adopt any such further provisions, the Secretary shall report them to the Board at its next regularly scheduled meeting.

The Board may require an individual addressing the Board to give his or her complete

name, as well as the name of the group or organization he/she represents, if any. It shall not be necessary, however, for any individual to register his or her name or provide any other information as a condition to attendance at a meeting.

Each person addressing the Board will be allowed five minutes per agenda item unless the time limit is waived by a majority vote of Board members present. The decision to extend or shorten the time limit for each speaker will be governed by the extent of the agenda and the number of speakers requesting to be heard. For those persons or organizations who wish to address the Board on more than one agenda item the Board reserves the right to limit the total presentation time for that person or organization to no more than 15 minutes per meeting.

The Board may also, by unanimous consent, set a limit on the amount of time the Board will devote to hearing public commentary on a given subject.

Board members and/or the Chancellor, in order to clarify a speaker's view, may pose questions at any time or make comments in response to the speaker's remarks. If the public comment pertains to a non-agenda item, Board members and/or the Chancellor cannot pose questions or make comments in response to the speaker's remarks.

Adopted September 3, 1986

Revised February 5, 2003

Renumbered from CCCD Policy 010-2-4, Fall 2010

Revised November 6, 2013