

## MEETINGS OPEN TO THE PUBLIC

BP 1140

Regular meetings of the Governing Board are meetings of the elected Board members assisted by staff personnel, conducted in public, for the purpose of carrying out District business.

### *Agenda and Public Notice*

An agenda for each meeting shall be prepared and posed as prescribed by law by the Superintendent/President at least seventy-two (72) hours in advance of the meeting.

The agenda for closed session shall also be made available and contain sufficient detail to comply with Government Code section 54954.5.

The agenda shall be mailed or delivered to the Board within the foregoing time limits and shall be accompanied by such other materials as the Superintendent/President believes will assist the Board in arriving at decisions. The Chair of the Board, however, may rearrange the agenda during the meeting of the Board if there is no objection from a majority of Board members present. The agenda for regular meetings shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the regular meeting and be posted in a location freely accessible to members of the public and employees.

No action shall be taken on any item not appearing on the agenda except under any of these conditions:

- 1) Upon a determination by majority vote of the Board that an emergency situation exists; an emergency situation means:
  - a) work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of members of the Board, or
  - b) crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board;
- 2) upon a determination by a two-thirds vote of the Board, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that the need to take action arose subsequent to the agenda being posted;
- 3) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item continued to the meeting at which action is being taken.

Every agenda for regular meetings shall provide an opportunity for the public to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the District. No action shall be taken on any item not appearing on the agenda when raised by the public unless the action is otherwise authorized under one or more of the three conditions listed above. The public may also address the Board on items on the agenda as the items are taken up.

A Board member may, on their own initiative, or in response to questions posed by the public, ask for clarification, provide a reference to staff or other resources for factual information, or request staff to report back, at a subsequent meeting concerning the matter.

Requests by the public to place matters on the agenda directly related to District business may be made by submitting in writing to the Superintendent/President such requests no later than 10:00 a.m., six (6) working days preceding the meeting. The public may at any meeting, however, request that items be placed on future agendas if related to District business.

Although the agenda of any regular meeting shall include an opportunity for the public to address the Board on any item of business or other issue related to District business, the Board does not oblige itself to

act upon any request unless submitted in writing to the Superintendent/President at least six (6) working days prior to the scheduled date of the meeting, and such item is included on the agenda.

*Participation by Employees*

Employees of the District are encouraged to participate in Board deliberations as presenters, reactors, or general commentators. Employee participation is in some instances determined by state regulations, statutes, Board policy, or negotiated agreements.

*Participation By Students*

Student participation in Board deliberations is encouraged through student organizations or by individuals.

*Rules of Procedure for Conduct of Meeting*

Robert's Rules of Order shall govern the proceedings and conduct of Board meetings, except when the Board's own policies or state regulations or statutes provide otherwise.

*Order of Business and Procedure*

The Governing Board shall act by majority vote of the regular voting membership constituting the Governing Board.

The agenda of the meetings will be prepared and presented by the Superintendent/President. The order of business at a regular meeting will be:

- Closed Session
- Call to Order
- Minutes of the Previous Meeting and Consent Agenda
- Oral Communications
- Board Members' Report
- Oral Reports
- Action Items
- Information Reports
- Closed Session (if necessary)

***Legal Reference:*** *Education Code Sections 72121 and 72121.5; and Government Code Sections 54950, et seq.*

Adopted: February 1, 1988

Revised: May 2, 1994