
Board Policy
Chapter 2 – Board of Trustees

BP 2340 AGENDAS**References:**

Education Code Sections 72121 and 72121.5;
Government Code Sections 7920,000 et seq. and 54954 et seq.

The District shall post Board meeting agendas adjacent to the place of meeting as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings and at least 24 hours prior to the meeting time for special meetings.

Agendas shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, agendas shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Board or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the Board or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his/her/their own activities

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- Upon a determination by a majority vote of the Board that an emergency situation exists, involving work stoppage, other activity, or crippling disaster which severely impairs public health, safety, or both as defined in Government Code Section 54956.5. (See BP/AP 2320 Special and Emergency Meetings)
- Upon determination by a two-thirds vote of the members of the Board present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Board of Trustees 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.

Members of the Board may submit items for consideration on the agenda which relate directly to District business by submitting items to the Board President and Superintendent-President fourteen (14) calendar days prior to the regular meeting. Items received less than fourteen (14) calendar days prior to a regular meeting of the Board shall be considered for the next regular meeting of the Board.

A member of the public may request a matter directly related to the business of the District be placed on a Board agenda by:

- Submitting a written request to the Superintendent-President fourteen (14) calendar days prior to the regularly scheduled Board meeting. The requestor shall provide both a proposed agenda title and a brief statement describing the item not to exceed fifty (50) words.
- The request shall include contact information for the individual making the request: name, phone number, e-mail address and/or mailing address.
- The Superintendent-President shall consult with the Board President regarding the request. The Superintendent-President may request additional information in order to determine whether the item requested relates to the business of the District. The Superintendent-President shall respond to the requestor within ten business days of the receipt of the request indicating the determination that either the matter will be placed on an agenda or that the item is not related to the business of the District. The time to respond to make the determination may be extended by the Superintendent-President, if necessary, until the information needed to evaluate the request is obtained.
- 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.

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP/AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

Adopted: November 13, 2012
Revised: April 17, 2024
(Replaces former LBCC BP 2025)