

**Board of Trustees**

**AP 2340 AGENDAS**

**Reference:**

Education Code Section 72121

**Agenda Development**

Agendas shall be developed by the Chancellor in consultation with the Board President. Agendas will include the meeting date, time, location, and a brief description of each item of business to be transacted or discussed. The agenda for Governing Board meetings will be posted adjacent to the place of meeting at least 72 hours prior to the time for regular meetings, and 24 hours prior to the time for special and emergency meetings. The agendas will also be distributed to the Governing Board, District and college administrators, and posted on the District website. If requested, the agenda will be provided in appropriate alternative formats to be accessible to persons with a disability. Written notice shall be provided to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

Pursuant to Education Code Section 72121.5, 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 Chancellor 30 calendar days in advance of the meeting. The written summary must be signed by the initiator.

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.

**Public Access and Fees**

Copies of the agenda are made available to the public at Board meetings. Agendas are also available on the District's website.

Prior to the meeting, a hard copy of an agenda may be obtained from the Chancellor's Office upon payment of the standard copying charge of 25¢ per page, cash or check

made payable to "CLPCCD." Members of the public may request to receive agendas on a monthly basis by submitting a written request to the Chancellor's Office. Such requests must be renewed annually. Annual fees will be charged for public requests based on the current charge of 25¢ per page and the number of pages for an average agenda, plus the cost to mail.

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**Approved:** March 19, 2013

*(This is a new procedure recommended by the Policy and Procedure Service)*