



# **ADMINISTRATIVE** **PROCEDURE** **DESERT COMMUNITY COLLEGE DISTRICT**

**2340**

## **AGENDAS**

Agendas shall be developed by the Superintendent/President in consultation with the Board Chair and shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session.

The agenda and supporting materials (meeting packet) are prepared by the appropriate department 15 days prior to the board meeting date. The Superintendent/President's Executive Cabinet reviews each item and makes any necessary corrections or changes. A final copy is then prepared, and the appropriate Executive Cabinet members meet with the Board Chair and Vice Chair one week prior to the meeting to review and explain each item. Administrator signatures are not required.

At least 72 hours prior to the meeting, the agenda is posted on the College website. Copies are also posted in the Administration Building lobby window and adjacent to the place of meeting.

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to comment at regular meeting on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board.

Any member of the public or any board member may request that a matter within the jurisdiction of the board be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the Superintendent/President with supporting documents and information, if any, at least three weeks before the scheduled meeting date.

The Board Chair and the Superintendent/President shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board Chair and the Superintendent/President shall determine if the item is merely a request for information or whether the issue is covered by an existing board policy or administrative procedure before placing the item on the agenda.

The Board Chair and the Superintendent/President shall decide whether an agenda item is appropriate for discussion in open or closed session and whether the item should be an action item, information item, or consent item.

When an item properly posted for a regular meeting is continued to a subsequent meeting, it may not be on the agenda of the subsequent meeting if the subsequent meeting occurs within five days. The Board shall publicly identify the item before discussing it.

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent/President recommends approval.

In accordance with law, the public has a right to comment on any consent item.

At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agendas and supporting documents shall be distributed via website link to members of the public who so request a copy of the agenda.

Any request for hard copies of the agenda or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Annual fees will be charged for public requests based on the current charge, plus the cost of shipping. Written requests must be renewed following January 1 of each year.

The Board of Trustees may establish a reasonable annual fee for sending the agendas based on the estimated cost of providing the service.

**Reference: Education Code Section 72121**

Approved: May 14, 2008

Administrator: Superintendent/President

Board of Trustees Revision: August 19, 2011

Executive Cabinet Review/Approval: August 15, 2017

College Planning Council Review/Approval, 1<sup>st</sup> Reading: September 22, 2017

College Planning Council Review/Approval, 2<sup>nd</sup> Reading: October 13, 2017

Board Meeting/Information Item: November 15, 2017

Next Review: November 2022