

## **BYLAWS OF THE BOARD**

### **Agenda Dissemination**

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting, together with the Superintendent or designee's report; minutes to be approved; copies of communications, reports from committees, staff, citizens and others; and other available documents pertinent to the meeting.

When special meetings are called the Superintendent and president shall make every effort to distribute the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items.

Upon request, the Superintendent or designee shall make the agenda and/or agenda packet available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Legal Reference:     Education Code  
                           35144 Special meetings  
                           35145 Public meetings

Government Code  
                           54954.2 Agenda posting requirements; board actions

Policy Adopted:     March 28, 1974

Revised Policy  
 Adopted:             September 18, 2001

Revised Policy  
 Adopted:             April 15, 2003