

BYLAWS OF THE BOARD

Agenda/Meeting Materials

The Superintendent, as secretary of the Board, shall prepare the agenda for each regular and special meeting in collaboration with the Board President. Individual Board members may request that items be agendized for future Board meeting by either presenting those items under the agenda item, ITEMS FOR FUTURE AGENDAS or 10 days working days prior to a board meeting by submitting the item(s) to the Superintendent who, in consultation with the Board President, shall place the item(s) on a future meeting agenda.

Occasionally it may be necessary to place addenda on the Board agenda. Addenda must meet legal notification requirements. Generally, addenda will be added when there is a sense of urgency or a timely need to facilitate district business in an orderly manner.

Board meeting agendas 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. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

Meeting notices and agendas shall specify that individuals who require special accommodation should contact the Superintendent or designee at least two days before the 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 testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5, Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

The agenda shall specify that an individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

Agenda Preparation

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. Requests by members of the public must be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, Upon request the District will provide a form that members of the public may use for this purpose. Request to place an item on the agenda must be submitted at least ten days before the scheduled meeting date. Items submitted less than ten working days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. The Superintendent may postpone an item to a future board meeting to allow additional time for research with the permission of the Board president.

The Board president and Superintendent 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 or may not be placed on the agenda at the discretion of the of the Board president.

The Board president and Superintendent 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/discussion item or a consent item. The Superintendent will notify the member of the public or board member of the status of the requested item and when it will be heard by the Board.

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. (Government Code 54954.2)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations. Anonymous communications not related to child abuse will be ignored and destroyed. Anonymous communications will not be processed in accordance with Board Policy 1312.5 (Miscellaneous Complaint Procedures).

Consent Items

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 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.

Legal Reference: Education Code
 35144 Special meetings
 35145 Public meetings
 35145.5 Right of public to place matters on agenda
 Government Code
 53635.7 Separate item of business
 54954.1 Mailed agenda of meeting
 54954.2 Agenda posting requirements; board actions
 54954.3 Opportunity for public to address legislative body
 54954.5 Closed session item descriptions

54956.5 Emergency meetings
54957.5 Public records

Policy 9365 Adopted:	March 28, 1974
Revised Policy 9365 Adopted:	October 23, 1980
Revised Policy 9365 Adopted:	February 17, 1983
Revised Policy 9365 Adopted:	May 12, 1983
Revised Policy 9365 Adopted:	June 20, 1995
Revised Policy 9365 Adopted:	March 19, 1996
Policy Revised and Renumbered to 9322, Adopted:	September 18, 2001
Revised Policy Adopted:	April 15, 2003
Revised Policy Adopted:	February 15, 2005