

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 2340 Agendas

References: Education Code Sections 72121 and 72121.5; Government Code Sections 54954 et seq. and 6250 et seq.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

An agenda shall be posted adjacent to the place of meeting and on the College's website at least 72 hours prior to the meeting time for regular meetings. The agenda shall be available to members of the public at the conduct of each Board meeting. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

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

- a majority decides there is an "emergency situation" as defined for emergency meetings where emergency means:
 - a. Work stoppage or other activity which severely impairs public health, safety or both
 - b. Crippling disaster which severely impairs public health, safety or both;
- two-thirds (5) of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board 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.

The order of business may be changed by consent of the Board.

A Board member, or the Board itself, may request that a matter of business be placed on a future agenda. In requesting the matter be placed on a future agenda, the Board member will make the request in writing (electronically or hard copy) to the Board President and the Superintendent/President. It is recognized that as a result of the timing of the request and the nature of the request that the item may not be placed on the immediate, subsequent meeting.

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that Board members may briefly respond to statements made or questions posed by persons exercising their public testimony rights. Further, Board members, on their own initiative, or in response to questions posed by the public, may ask questions for clarification, provide a reference to staff or other resources for factual information, or request the Superintendent/President report back to the Board at a subsequent meeting concerning any matter.

Every agenda for regular or special meetings shall provide an opportunity for the public to address directly the Board on items of interest to the public that are within the subject matter jurisdiction of the District. The public may also address the Board on items on the agenda as the items are taken up.

Public criticism shall not be prohibited of the policies, procedures, programs or services of the District or of the acts or omissions of the Board.

Members of the public may request matters directly related to the business of the District be placed on an agenda for a board meeting by submitting the ***Public Request for Placing a Matter of Business on the Agenda for a Governing Board Meeting*** to the Superintendent/President. The written request can be submitted electronically or in hard copy. The person submitting the request must provide his/her name, address, and phone number with the request. The Board 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. Agenda items submitted by members of the public must be received by the office of the Superintendent/President by 10:00 a.m. at least 14 business days prior to the regularly scheduled Board meeting. Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Superintendent/President or the Board. 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.

Adopted by the Board of Trustees: December 8, 2015

Reviewed: September 1, 2026