

Sierra College

BOARD POLICY

BP 2340

Board of Trustees Agendas

Date Adopted:	5/8/1984
Date Revised:	4/8/2025
Date Reviewed:	4/8/2025
References:	Education Code Sections 72121, 72121.5; Government Code Sections 54954 et seq., and 7920.000 et seq.

An agenda shall be posted in a location physically accessible 24 hours per day, as well as on the District's internet website at least 72 hours prior to the meeting time for regular meetings. 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 disabilities.

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;
- two-thirds 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. The agenda of regular meetings shall provide an opportunity for members of the public to address the Board.

If requested by a member of the public, copy of the agenda, or documents, constituting the agenda packet, shall be provided by mail or email. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable fees for the service as appropriate.

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, together with supporting documents and information, if any, to the Superintendent/President. The written summary must be signed by the initiator, contain their residence or business

address, and organizational affiliation, if any. The Superintendent/President shall judge whether the request is or is not a matter directly related to community college district business. They likewise have the discretion to consolidate similar agenda requests as one agenda item. In the event that a request is denied, the Board will be advised in writing, to include rationale for the denial. 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.

Responsibility for establishment of the agenda lies with the Superintendent/President in consultation with the Board President.

All Board members shall have the right to request inclusion of agenda items at their individual discretion under the same conditions as those defined for members of the public. The Superintendent/President may decline such requests only with the concurrence of the requesting member or members.

The Board of Trustees may take testimony on matters not on the agenda that any organization or individual member of the public may wish to bring before the Board at regularly scheduled meetings. However, no action shall be taken on such matters at that meeting. The Board may decide to place any matter brought to them at such times on a future meeting agenda.

Agenda items submitted by members of the public must be received by the office of the President at least seven (7) working days prior to the legally required posting of the agenda.

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.

See Administrative Procedure 2340.