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| Book | VCCCD Board Policy Manual |
| Section | Chapter 2 Board of Trustees |
| Title | BP 2340 Agendas |
| Code | BP 2340 |
| Status | Active |
| Legal | California Government Code, Section 54954.6 California Government Code, Section 54954.5 California Government Code, Section 54954.4 California Government Code, Section 54954.3 California Government Code, Section 54954.2 California Government Code, Section 54954.1 California Government Code, Section 54954 California Education Code, Sections 72121, 72121.5 California Government Code, Section 6250 et seq. |
| Adopted | November 8, 2005 |
| Last Reviewed | January 17, 2017 |

An agenda shall be posted adjacent to the place of meeting 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 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;
- 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 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 Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

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 to the Chancellor. The written summary must be signed by the initiator. 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. Such public members will have an opportunity to address an agenda item, consistent with Board policy, before the matter is discussed by the Board.

The Chancellor in consultation with the Board Chair shall develop agendas.

Agenda items submitted by members of the public must be received by the office of the Chancellor and will be placed on a Board agenda following the items of business initiated by the Board and by staff. Agenda items submitted by members of the public will be considered as information items and, upon a motion approved by the Board, will be placed on a subsequent agenda for action. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 120-day period following the initial submission.

See [Administrative Procedure AP 2340](#).