

AP 2340 Agendas

Reference: ***Education Code Section 72121***

Date Issued: November 30, 2007 [Updated:](#)

Agenda Development

The Chancellor in consultation with the Governing Board President shall direct the compilation of the agenda for Board meetings. Agendas will include the meeting date, time, location, and a brief description of each item of business to be transacted or discussed.

The agenda for Governing Board meetings will be posted adjacent to the place of meeting at least 72 hours prior to the time for regular meetings, and 24 hours prior to the time for special and emergency meetings. The agendas will also be distributed to ~~the Governing Board, District and college administrators, including Districtwide Executive Council, districtwide~~ and posted on the District website. If requested, the agenda will be provided in appropriate alternative formats to be accessible to persons with a disability.

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 at least two weeks prior to the Board meeting. The written summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any. 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. [\[From BP\]](#)

[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 expiration of a 90-day period following the initial submission. \[\\[This paragraph recommended as good practice by CCLC\\]\]\(#\)](#)

Written notice shall be provided to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

Public Access and Fees

Agendas are available to the public on the District website at <http://www.gcccd.edu/governingboard/agenda.asp>. A hard copy of an agenda may be obtained from the Chancellor's Office upon payment of the standard copying charge of 25¢ per page, cash or check made payable to "GCCCD."

Members of the public may request to receive agendas on a monthly basis by submitting a written request to the Chancellor/Governing Board Office. Such requests must be

renewed annually. Annual fees will be charged for public requests based on the current charge of 25¢ per page and the number of pages for an average agenda, plus the cost to mail.