

**BP 1340 AGENDAS****References:**

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

An agenda shall be posted adjacent to the place of meeting as well as on the District's 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 a disability.

The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. The agenda shall be prepared by the Chancellor of the District, or his designee, in consultation with the President of the Board of Trustees.

No action or discussion shall be taken 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. In addition, on their own initiative, or in response to questions posed by the public, a Board Member, or District administrative personnel (Staff), may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a Board Member, or the Board, may provide a reference to Staff or other resources for factual information, request Staff to report back to the Board at a subsequent meeting concerning any matter or take action to direct Staff to place a matter, of business on a future agenda.

Notwithstanding the foregoing, the Board may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any such item, the Board shall publicly identify the item.

1. Upon a determination by a majority vote that an emergency situation exists as defined in Administrative Procedure 1320.
2. Upon a determination by two-thirds vote, or if less than two-thirds of the Members are present, a unanimous vote of those Members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.
3. The item was posted as provided above for a prior meeting occurring not more than five (5) calendar days prior to the date action is taken on the

item, and at the prior meeting the item was continued to the meeting at which action is being taken.

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

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. 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 in accordance with Administrative Procedure 1345 – Public and Employee Participation at Board Meetings. 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.

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**Date Adopted:** September 16, 2008

**Revised:** September 20, 2022

**Formerly:** 2340

**AP 1340 AGENDAS**

**Reference:**

Education Code Section 72121

In addition to the agendas being posted on each campus, agendas are posted on the District's website at <https://www.rccd.edu/administration/board/Pages/index.aspx> and are available for viewing and downloading at least 24 hours prior to the posted meeting date and time.

The Chancellor reserves the right to charge a reasonable, annual fee to any entity or individual wanting notice of all Board of Trustee meetings and copies of the complete agenda sent to them.

Persons with a disability needing an agenda to be provided in an alternative format, should contact the Chancellor's Office.

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Date Approved: September 16, 2008  
Formerly: 2340