



AP 2340

AGENDAS

References:

Education Code Section 72121;
BP 2210 titled Officers, BP 2340 titled Agendas, and BP 2345 titled Public Participation at Board Meetings

Board agendas are published and accessible to the public on the District's website. A member of the public may request that an item be placed on a Board agenda by:

- Submitting a written request to the Superintendent/President describing the item to be placed on the agenda. The requester shall provide both a proposed agenda title and a brief statement of the item not to exceed fifty words.
- The request shall include contact information for the individual making the request: name, phone number, e-mail address and/or mailing address.
- Upon receipt of a request to place a matter on the agenda, the Superintendent/President may suggest an alternative process to be followed prior to placing the matter on the agenda, such as in the case of a complaint against a staff member.
- Members of the public who place matters on the agenda will be allotted ten minutes to present their item, which may be modified at the direction of the Board president.

The Superintendent/President shall consult with the Board President regarding the request. The Superintendent/President may request additional information in order to determine whether the item requested relates to the business of the Santa Barbara Community College District. The Superintendent/President shall respond to the requestor within ten business days of the receipt of the request indicating the determination that either the matter will be placed on an agenda or that the item is not related to the business of the District. The time to respond to make the determination may be extended by the Superintendent/President, if necessary, until the information needed to evaluate the request is obtained.

While every effort shall be made to place the item on the agenda of the next regularly scheduled Board meeting that follows the request, the Superintendent/President and Board President have the sole right to determine when the item will be scheduled in order to ensure the orderly conduct of college business. Factors that affect the scheduling of the item include but are not limited to the public notice requirements under the Brown Act, previously identified items of college business requiring discussion and/or action and time limitations for conducting the regular business of the college.



Placement of an item directly on the agenda of the Board permits the requestor and other members of the public to comment upon the matter with notice to the public and to the members of the Board of Trustees. Any such item placed upon the agenda shall be for information only.

Acceptance of an item for inclusion on the agenda does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research, or review of material related to the item.

Any item placed on the agenda by a member of the public is subject to all policies and procedures regulating the conduct of Board business.

Date Approved: June 27, 2013

Date Approved: November 4, 2019