



Board Policy
Chapter 2 – Board of Trustees

BP 2340 AGENDAS

The Superintendent/President, as Secretary of the Board of Trustees, shall prepare an agenda for each regular meeting of the Board of Trustees. The agenda shall be reviewed in advance by the Board Chair at regularly scheduled agenda review meetings. The Chair may include the Vice-Chair in the agenda review meetings.

Any member of the Board of Trustees may call the Board Chair and/or the Superintendent/President and request any item to be placed on the agenda no later than one week before the meeting of the Board of Trustees.

An agenda shall be posted adjacent to the place of meeting 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 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 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 of Trustees.

The Superintendent/President shall establish administrative regulations 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 Superintendent/President. 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.

Members of the public may request to place matters on the agenda for meetings of the Board of Trustees according to the following provisions:

1. Such requested agenda item shall be related to the business of the District.
2. The item shall be submitted to the Superintendent/President's Office two weeks prior to the time a regularly scheduled Board meeting is to commence. Individuals who wish to place an item on the agenda should complete a form available in the Superintendent/President's Office which includes name, address, subject of agenda item, rationale for agenda item, and a contact telephone number.
3. If the item submitted is presented for Board consideration, a summary of the item shall be placed on the agenda during Communication and Public Comments.
4. The number of items presented for a Board meeting may be limited by the Superintendent/President in consultation with the Board Chair.

Also see BP 2310 Regular Meetings of the Board, BP/AR 2320 Special and Emergency Meetings, AR 2430 Agendas, and BP/AR 3300 Public Records.

References:

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

Adopted: May 1, 2000 (for BP 1550, BP 1551, and BP 1560)

Revised: December 1, 2003 (for BP 1550 and BP 1560)

Revised: June 6, 2017

(Replaces SMC BP 1550, BP 1551, and BP 1560)



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BP 2355 DECORUM

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.
- Profanity, obscenity, and other offensive language.
- Physical violence and/or threats of physical violence directed toward any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Also see BP 2345 Public Participation at Board Meetings and BP 2350 Speakers

References:

- Education Code Section 72121.5;
- Government Code Section 54954.3(b)

Adopted: June 6, 2017



Board Policy
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BP 2360 MINUTES

The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board of Trustees.

The minutes of the Board of Trustees meetings shall include only those matters disposed of by motions regularly made and seconded and the recommendations made by the Superintendent/President. All recommendations of the Board of Trustees meetings shall be numbered serially.

The minutes shall be public records and shall be available to the public. If requested, the minutes shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record names of those present, all motions, names of those making and seconding motions, and votes.

References:

Education Code Sections 72000, and 72121(a);
Government Code Section 54957.5

Adopted: May 1, 2000

Revised: December 1, 2003, June 6, 2017

(Replaces former SMC BP 1580)



Board Policy
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BP 2365 RECORDING

Any audio or video recording of an open and public Board meeting made by or at the direction of the Board of Trustees shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq.

Meetings of the Board of Trustees shall be audio recorded. The Superintendent/President shall ensure that any such recordings are maintained for at least 30 days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings, in the public seating area or an area approved in advance by the Board Chair, with an audio or video recording or a still photo camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the Board Chair to stop.

References:

Education Code Section 72121(a);
Government Code Sections 6250 et seq., 54953.5, and 54953.6

Adopted: February 2, 2009

Revised: June 6, 2017

(Replaces former SMC BP 1590)