



Administrative Regulation
Chapter 2 –Board of Trustees

AR 2340 AGENDAS

Distribution

1. Members of the Board of Trustees shall receive their agendas prior to any distribution.
2. Complete agendas for Board of Trustees meetings will be distributed prior to the meeting at no cost to representatives of organizations on a list prepared by the Board Chair and the Superintendent/President. The current list is on file in the Superintendent/President's Office.
3. If requested, the complete agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.
4. At the time of the Board meetings, approximately ten copies of the complete agenda will be available for members of the public. One agenda will be permanently posted during each meeting.
5. A copy of the table of contents will be furnished at no cost to any person wishing to have one. The table of contents will be available in the Superintendent/ President's Office.
6. Individuals and organizations not authorized under Board policy to receive complete agendas may request a complete agenda at a cost of \$3.00 per meeting or individual pages at a cost of 10 cents per page. Complete agenda and individual pages will be available in the Superintendent/President's Office.

Posting of Agenda

1. **Regular Meetings:** At least 72 hours prior to the time of the regular meeting, the items to be included on the agenda will be posted at the college in places readily available to community members, employees and students.
2. **Special Meetings:** Items to be included on the agenda of a special meeting shall be posted at least 24 hours prior to the time of the special meeting.
3. **Emergency Recommendations:** Emergency recommendations may be added to the agenda any time prior to a scheduled meeting of the Board of Trustees. Such recommendations require five or more affirmative votes by the Board.

For purposes of this section, "emergency situation" means any of the following:

- a. Work stoppage or other activity which severely impairs public health, safety or both, as determined by a majority of the members of the Board of Trustees.

- b. Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Trustees.

Also see BP 2310 Regular Meetings of the Board, BP/AR 2320 Special and Emergency Meetings, BP 2340 Agendas, and BP/AR 3300 Public Records.

Reviewed and approved by Senior Staff: 7-25-2017