

## SOLANO COMMUNITY COLLEGE DISTRICT

### AGENDAS

1036

#### **POLICY:**                    Preparation of Board Agenda

The agenda of the meeting will be prepared and presented by the Superintendent-President in consultation with the Board President. Members of the public may request to place items on the agenda which relate directly to District business by submitting them in writing on the appropriate District form, along with any back-up materials to be considered, to the Superintendent/President at least eight (8) working days prior to the meeting. Any Board member who wishes an item to be placed on the agenda shall request the President of the Board or the Superintendent-President to include it thereon.

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 the expiration of a 90-day period following the initial submission.

#### Posting of Board Agenda

The agenda shall be posted at the College and accessible for viewing by the public and District employees adjacent to the place of meeting at least seventy-two (72) hours prior to the time of a regular meeting and at least twenty-four (24) hours prior to a special meeting. 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. Agendas will also be available at Board meetings.

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 agenda item that was continued from a meeting held not more than five days earlier.

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

The Superintendent-President 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 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.

Amendment of the Agenda

The agenda may be amended by the Board prior to adoption, except that no item may be added which requires action unless it is an emergency item.

Consent Agenda

The consent agenda is a list of actions for routine items that are self-explanatory or require no discussion. Any Board member, District employee, or interested citizen may request an item be removed from the consent agenda to another place on the agenda for discussion before action.

**REFERENCES/  
AUTHORITY:**

California Education Code Section 72121; 72121.5

California Government Code Section 54954 et seq.

Robert's Rules of Order

Solano Community College District Governing Board

**BP1036**

**ADOPTED:** July 7, 1982

**REVISED:** March 18, 1987; May 19, 1999; June 6, 2007; Reviewed  
October 20, 2010; June 18, 2014