

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL**

Title: AGENDAS	Number: BP 1.09
Legal Authority: California Education Code Section 72121 and 72121.5 Government Code Sections 58954 et seq. and 6250 et seq.	

The Board of Trustees meeting agenda shall be posted 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 be developed by the Chancellor in accordance with an Administrative Procedure established by the Chancellor. The Chancellor shall consult on the agenda with Board President and/or Vice-President prior to posting.

The order of business may be changed by the President of the Board at the meeting.

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 in BP 1.07.
- 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 and was continued from a meeting held not more than five days earlier.

The Chancellor shall establish an administrative procedure that provides for public access to agenda information. Reasonable fees may be charged for documents.

The Agenda shall be developed by the Chancellor in consultation with the Board President and/or Vice President. A draft agenda will normally be ready for joint review ten (10) days prior to the scheduled regular meeting date. Agenda items proposed by individual Trustees will appear on the agenda if the item is submitted no later than twenty one days prior to the meeting and has the concurrence of one (1) other Trustee. The Chancellor, in consultation with the Board President, is authorized to modify the deadline on a case-by-case basis if there is sufficient staff time to prepare background information and if modifying the deadline is in the best interests of the district. Special and Emergency Meeting Agendas shall be developed as described in BP & AP 1.07 Special and Emergency Meetings.

Approved by Board of Trustees on 8/27/09, (revised) 3/24/16 Revised Policy Recommended by Participatory Governance Council on 11/19/15

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Members of the public may request to 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 Chancellor. The written summary must be signed by the initiator. The Chancellor shall, in consultation with the Board President, determine whether the matter is to be placed on the agenda. The Board reserves the right to consider and take action in closed session on items submitted by members for the public as permitted or required by law.