

## PATRON NOTIFICATION OF BOARD MEETINGS

2404.01

~~The Board of Trustees will give mailed notice to every regular meeting, and any special meeting which is called, upon written request, to any person who resides within the district. Any request for notice, or renewal request, shall contain the address of the person filing the request. Such written request will be valid for one year from the date on which it is filed unless a renewal request is filed.~~

~~A reasonable annual fee to be established yearly by the superintendent's office must be paid in advance to offset the costs of reproduction, processing, materials, and mailing.~~

~~If the patron prefers to furnish self-addressed, stamped envelopes, a fee to be established by the superintendent's office will be collected in advance.~~

Any person may request a copy of the Board of Trustees' agenda, or a copy of the support documents that constitute the agenda packet, of any meeting of the board. If requested, the agenda and documents shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990.

Requests for board agendas and support materials shall be made in writing. Upon receipt of the written request, the requested materials will be mailed at the time the agenda and support materials are distributed to the Board of Trustees. Such requests shall be valid for the calendar year in which they are filed and must be renewed after January 1 of each year.

A reasonable annual fee for the distribution of board agendas and support materials shall be established yearly by the superintendent's office. The fee must be paid in advance to offset the costs of reproduction, processing, materials, and mailing.

## Legal References:

## Government Code

54954.1 Brown Act – Open Meeting Laws; Requests for Agenda and/or Agenda Packet

Board of Trustees

January 11, 1979

Revised: October 26, 1989

Revised: February 14, 1991

Reviewed: September 1993

References Revised: May 2004

Revised: October 2008

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