

The Superintendent, as secretary of the Board of Trustees, shall prepare an agenda for each regular meeting. Any Board of Trustees member may call the superintendent and request any item to be placed on the agenda no later than ten (10) working days prior to the day of the board meeting.

Any member of the public may request that a matter directly related to school district business be placed on the agenda of a regularly scheduled meeting of the Board of Trustees, subject to the following conditions.

1. The request must be in writing and be submitted to the superintendent together with supporting documents and information, if any, at least ten (10) working days prior to the legally required public posting of the agenda.
2. The superintendent shall be the sole judge of whether the request is or is not a "matter directly related to school district business."
3. No matter which is legally a proper subject for consideration in closed session will be accepted under this provision.
4. The Board of Trustees may place limitations on the total time to be devoted to the matter at any meeting, and may limit the time allowed for any one person to speak on the matter at that meeting. (cf.--2400 Board of Trustees Meetings)

This provision does not prevent the board from taking testimony at regular meetings on matters which are not on the agenda which a member of the public may wish to bring before the board, but the board may not take action on such matters at that meeting.

Posting of Agenda

At least 72 hours prior to the time of all regular meetings an agenda, which includes but is not limited to all matters on which action may be taken, shall be posted on each school's bulletin board, in the district office, and at such public place or places where members of the public may view it. The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

Legal References:

Education Code

35145(b) Meetings; Minutes; Agenda
35145.5 Legislative Intent

Government Code

54954.2 Brown Act – Open Meeting Laws; Posting Agenda, Action on
Items Not on Agenda

Bylaw Adopted:

February 26, 1981

Revised: October 26, 1989

Revised: September 1993

References Revised: May 2004

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