

BP 2340 Agendas

09/25/23



P&P Chapter Lead Recommendation
San Bernardino Community College District

Current Step:
BOT 1st Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/12/2023

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this policy to reflect recent reorganization and renumbering of the California Public Records Act.
- > Legal Update 40: The Service updated this policy to reflect amended Brown Act provisions on public requests for agenda materials (2022-23 carryover)

Review Level

Level 1

Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/06/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/19/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or kgoodric@sbccd.edu.

RECOMMENDATION STARTS ON NEXT PAGE



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 - > Legal Update 40: The Service updated this policy to reflect amended Brown Act provisions on public requests for agenda materials (2022-23 carryover)
- Review Process Comments:

An agenda shall be posted adjacent to the place of meeting as well as on the District's Internet website 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.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

1. a majority decides there is an "emergency situation" as defined for emergency meetings;
2. 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 of Trustees subsequent to the agenda being posted;
3. an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

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

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Agendas shall be developed by the Chancellor in consultation with the Officers of the Board.

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 Chancellor, although the District may defer a request to a later date. (See Education Code Section 72121.5 and Administrative Procedure 2340). 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.

For consideration, items from members of the public must be submitted and received by the Office of the Chancellor two weeks prior to the Board meeting.

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.

References:

Education Code Sections 72121 and 72121.5;
Government Code Sections ~~6250~~ 7920.000 et seq. and 54954 et seq

End of Recommendation for BP 2340 Agendas



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Reason(s) for Review/Changes
> Chapter Lead: To remove repetitive language from the AP.

Review Level

Level 1

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> Chapter Lead: To remove repetitive language from the AP.
Review Process Comments:

(Replaces current SBCCD AP 2120)

The agenda for the Board of Trustees Meetings is the official document under which business is transacted. The official agenda shall be posted on the District website and on the front door of the District ~~A~~administration ~~B~~building, ~~C~~campus ~~A~~administration ~~B~~buildings, and District ~~e~~Education ~~c~~Centers, or adjacent to the place of the meeting. at least 72 hours prior to each Regular Meeting and 24 hours prior to each Special Meeting of the Board. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board Meeting and in the Board Room prior to the start of each meeting.

~~Agenda Development~~ *(The duplicate language below is being removed as it is already contained in the BP.)*

~~The agenda is prepared by the Chancellor in consultation with the Officers of the Board.~~

~~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 Chancellor, although the District may defer a request to a later date. 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.~~

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References:
Education Code Section 72121

End of Recommendation for AP 2340 Agendas