



**MONTEREY PENINSULA**  
College

**GOVERNING BOARD POLICIES**

**Chapter 2 Board of Trustees**

**2340**

**BP 2340 Agendas**

At least 72 hours prior to the meeting time for regular Governing Board meetings and at least 24 hours prior to each special meeting, an agenda shall be posted adjacent to the place of meeting as well as on the District's Internet website. 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:

- 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 Governing 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 order of business may be changed by consent of the Governing Board.

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 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 Governing 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.

Agenda items submitted by members of the public must be received by the Office of the Superintendent/President at least two weeks prior to the regularly scheduled Governing Board meeting.

Agenda items initiated by members of the public shall be placed on the Governing Board's agenda following the items of business initiated by the Governing 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.

Agendas shall be developed by the Superintendent/President in consultation with the Board Chair.



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See Administrative Procedure 2340 – Agendas

**References:** *Education Code Sections 72121 and 72121.5;*  
*Government Code Sections 54954 et seq. and 7920.000 et seq.*

**Formerly Governing Board Policies 1020 – Agenda and Public Notice and 1021 – Construction of Agenda**

**Adopted:** April 13, 1988 for Policy 1020 and April 12, 1989 for Policy 1021

**Revised:** June 22, 1994 for Policy 1020

**Renumbered, Revised, and Adopted:** June 29, 2017

**Revised and Adopted:** November 20, 2019; June 22, 2022; May 22, 2024