

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE MANUAL

Title: BOARD OF TRUSTEES AGENDAS	Number: AP 1.09
Legal Authority: California Education Code Sections 72121 and 72121.5 California Government Code Sections 54954 et seq. and 6250 et seq.	

A. Preparation of the Agenda

Members of the public may request to place matters directly related to the business of the District on an agenda for a regular Board meeting by submitting a written summary of the item to the Chancellor no later than 21 days in advance of the regular Board meeting. The written summary must be signed by the initiator. The Chancellor, in consultation with the Board President, will make a determination if 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 of the public as permitted or required by law. Items submitted by members of the public will normally appear on the agenda at the conclusion of all other district business.

B. Posting of the Agenda

Whenever a regular meeting of the governing board is called, the Chancellor shall ensure that the call and notice is posted at least 72 hours prior to the meeting as specified below:

1. Written or electronic notice is delivered to each member of the governing board, including the student trustee.
2. Written notice is posted in the lobby of Conlan Hall at 50 Phelan Avenue and in conspicuous locations at centers.
3. Electronic notice is posted on the District's website and on electronic media.

C. Modifications to a Posted Agenda.

1. Items appearing on a posted agenda may be removed by the Chancellor.
2. Items appearing on a posted agenda may be reordered at the discretion of the President of the Board.
3. Items appearing on a posted agenda may be removed, that is, tabled, by a majority of the Board.
4. Background materials, not provided at the time the agenda is posted, may be added at any time provided that any such material made available to the Board is also made available to the public within a reasonable time.

Recommended by Participatory Governance Council on 11/19/2015 New Administrative Procedure