



## **AP 2340 Agendas**

### **Reference:**

Government Code Sections 54954 et seq., 6250 et seq.,  
Education Code Sections 72121, 72121.5

#### **1. Submission by Board Members:**

- a. Individual Board members wishing to place an item on the Agenda will have an opportunity to make this request at each Board meeting for future Board meeting agendas.
- b. Should there be disagreement as to the appropriateness or timeliness of a particular item requested by a single Board member (other than the Board President), the item will be returned as an action item at the next regular Board meeting when a majority will make the determination.
- c. A Board member wishing at a time other than the Board meeting to have an item placed on the Agenda may request this through the Board President and/or the Chief Executive Officer of the District.

#### **2. Submission of Agenda Items by the Public**

A member of the public may be permitted to place a matter on the Agenda of a regular Governing Board meeting and to address the Board regarding the matter when it is considered, if in the judgment of the Board President and/or the Chief Executive Officer of the District or a majority of the Board:

- a. The matter relates directly to a legitimate concern of the District.
- b. The request is made and received in accordance with the following:
  - i. An individual requesting the inclusion of an Agenda item must submit the request in writing to the Chief Executive Officer of the District at least fifteen (15) days prior to the meeting.
  - ii. The request must include specific information regarding the topic and any recommended action.
  - iii. An individual responsible for placing an item on the Agenda must be identified by name, address, phone number, and group represented, if any. If the

individual requesting the Agenda item fails to attend the meeting, that item may be dropped from consideration.

3. In regard to the order of business of the agenda, *Comments by Members of the Audience on Any Item Not on the Agenda* shall be placed at both the beginning and end of the agenda.
4. The full Board Agenda is available to the public on the College's website at [www.canyons.edu](http://www.canyons.edu), utilizing BoardDocs.
5. For individuals who wish to receive a printed agenda via the U.S. Mail, a reasonable annual fee for mailing the Agenda based on the estimated cost of providing the service will be charged.
6. The full Board Agenda, with attachments, is available for public review on the College's website through BoardDocs and in the Office of the CEO. The agenda is available at the College's Library and in the Santa Clarita Valley Public Libraries by utilizing the online system BoardDocs.

**Board approved 2/24/2021**

**Next review date spring, 2027**