

Foothill-De Anza Community College District
Board of Trustees
Board Policy Manual

Agendas

9128

An agenda shall be posted adjacent to the place of meeting 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.

Agendas shall be developed by the Chancellor in consultation with the Board President. Additionally, any two members of the board may submit to the Chancellor an item for discussion or consideration on the agenda.

Members of the public may place matters directly related to District business on an agenda by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator. Agenda items submitted by members of the public must be received by the Chancellor's Office no later than two weeks prior to the regularly scheduled Board meeting and shall be placed on the Board's agenda following the items of business initiated by the Board and staff. 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.

Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted by the member of the public before the expiration of a 90-day period following the initial submission.

Addressing Items on the Agenda

Members of the public are able to address the Board regarding items on the agenda as such items are taken up. Members of the public who wish to address the Board on items on the agenda shall complete a written request to the Chancellor at the beginning of the meeting at which they wish to speak. The request shall note the item on which they wish to speak and identify the submitter by name and by organizational affiliation, if any. In order to insure the orderly conduct of public business, unless the Governing Board otherwise directs at the time, citizens wishing to discuss agendized matters with the Board at Board meetings shall be limited to five minutes per person. The Board President may at his/her discretion limit the total number of speakers addressing a particular subject and/or reduce the minutes allowed per person below five minutes.

Addressing Items Not on the Agenda

This regulation shall not preclude the taking of public testimony or comment during the

Public Hearings at regularly-scheduled meetings on matters not on the agenda which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at the same meeting at which such testimony or comment is taken. In order to facilitate such interaction with the public, each meeting agenda shall include a time for general public input on any matter not otherwise covered in the agenda for that meeting. Members of the public who wish to address the Board during the Public Hearing shall complete a written request to the Chancellor at the beginning of the meeting at which they wish to speak. The request shall identify the subject and the submitter by name and by organizational affiliation, if any. The Board President may at his/her discretion limit the total number of speakers addressing a particular subject and/or reduce the minutes allowed per person below five minutes.

The Board recognizes the need to encourage public participation but also recognizes the need to preserve order and the proper functioning of the meeting. Citizens addressing the Board at meetings shall therefore conduct themselves at all times in a manner appropriate to the setting. Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters.

Education Code sections 72121 and 72121.5
Government Code Sections 54954 et seq., 6250 et seq.
Approved 2/3/97
Approved by CC 4/8/11
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