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**Administrative Procedure**  
Chapter 2 – Board of Trustees

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**AP 2340 AGENDAS**

**Reference:**

Education Code Section 72121

The Superintendent-President shall be responsible for administering these procedures.

Agendas will be developed by the Superintendent-President in consultation with the Board President.

The order of business on agendas may be reordered by consent of the Board of Trustees.

Members of the public or college community may access and print a meeting agenda from the District website at no charge. Copies of the agenda are made available to the public at Board meetings or the public can request a copy of the agenda through the Superintendent-President's Office at the standard District fee/charge for photocopies.

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent-President recommends approval. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Members of the Board may submit items for consideration on the agenda which relate directly to District business by submitting items to the Board President and Superintendent-President fourteen (14) calendar days prior to the regular meeting. Items received less than fourteen (14) calendar days prior to a regular meeting of the Board shall be considered for the next regular meeting of the Board.

A member of the public may request a matter directly related to the business of the District be placed on a Board agenda by:

- Submitting a written request to the Superintendent-President fourteen (14) calendar days prior to the regularly scheduled Board meeting. The requestor shall provide both a proposed agenda title and a brief statement describing the item not to exceed fifty (50) words.

- The request shall include contact information for the individual making the request: name, phone number, e-mail address and/or mailing address.
- The Superintendent-President shall consult with the Board President regarding the request. The Superintendent-President may request additional information in order to determine whether the item requested relates to the business of the District. The Superintendent-President shall respond to the requestor within ten business days of the receipt of the request indicating the determination that either the matter will be placed on an agenda or that the item is not related to the business of the District. The time to respond to make the determination may be extended by the Superintendent-President, if necessary, until the information needed to evaluate the request is obtained.

Board Member requests to the Superintendent-President for any staff report and/or research must carry a majority or a consensus of the Board.

Also see BP 2310 Regular Meetings of the Board, BP/AP 2320 Special and Emergency Meetings, BP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP/AP 2350 Speakers, BP/AP 2360 Minutes, BP/AP 2365 Recording, and BP/AP 3300 Public Records.

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**Approved:** November 13, 2012

**Revised:** April 17, 2024

*(Replaces former LBCC AR 2025)*