

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Policy 9322**  
Adopted: December 10, 2002  
Revised: June 2, 2016  
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**BYLAWS OF THE BOARD**

**Agenda and Meeting Materials**

**I. Agenda Content**

- A. Governing Board meeting agendas will state the meeting time and place and briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

- B. The agenda will provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda will also provide members of the public an opportunity to comment at regular meetings on matters which are not on the agenda and which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

- C. Each meeting agenda will list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)
- D. The agenda will specify that an individual should contact the Superintendent or designee if he/she requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

**II. Agenda Preparation**

- A. The Superintendent, as secretary of the Board and in cooperation with the President of the Board, will work together to prepare an agenda for each regular meeting. Each agenda should reflect the district's vision, goals and the Board's focus on student learning.
- B. Any Board member may call the Superintendent and request any item to be placed on the agenda no later than 10 working days prior to the legally required public posting of the agenda.

1. Board members may request an item be added to a future Board agenda and by majority vote the item will be placed on a future Board agenda.

- C. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board, subject to the following conditions:
1. The request must be in writing and be submitted to the Superintendent together with supporting documents and information, if any, at least 10 working days prior to the legally required public posting of the agenda. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.
  2. The Superintendent shall be the sole judge of whether the request is or is not within the subject matter jurisdiction of the Board. Before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.
  3. The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.
  4. Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)
  5. The Board may place limitations on the total time to be devoted to the matter at any meeting, and may limit the time allowed for any one person to speak on the matter at that meeting.

### **III. Consent Agenda and Calendar**

- A. In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent agenda items will be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval.
1. When any Board member requests the removal of an item from the consent agenda, the item will be removed and given individual consideration for action as a regular agenda item.
- B. The agenda will provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that

members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

- C. The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)
- D. If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided the document is a public record under the Public Records Act. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)
- E. Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements will not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)
- F. Upon request, the Superintendent or designee will make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

54960.2 Challenging board actions; cease and desist