

**AGENDA/MEETING MATERIALS**

Meetings of the County Board of Education are conducted for the purpose of accomplishing business of the Board. The Board President and County Superintendent of Schools, as Secretary to the Board, shall prepare an agenda for each regular and special meeting of the Board.

**Construction of Agenda**

Every agenda shall include the meeting time and place and a brief description of each business item to be transacted or discussed at the meeting, including items to be discussed in closed session. When constructing the agenda, the Board President will decide whether the subject matter is within the jurisdiction of the Board and whether the agenda item is appropriate for discussion in open or closed session.

Requests for agenda items should be submitted to the Board President through the Secretary to the Board with supporting documents and information, if any, within seventy-two (72) hours of the scheduled meeting date.

If a Board member disagrees with the Board President's decision not to place an item on the agenda, the Board member may make a motion at the regular meeting under "future agenda items" requesting the Board take action to place an item on a future agenda. The action must be approved by a majority of Board members.

Any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Board President through the Secretary to the Board with supporting documents and information, if any, at least eight (8) days before the scheduled meeting date.

**Opportunity for Public to Address the Board**

The agenda shall 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 shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5, Government Code 54954.3)

Notices of special meetings at which action is proposed shall provide an opportunity for the public to address the Board on the item before action is taken. (Government Code 54954.3)

All public communications with the Board are subject to requirements of relevant Board policies, bylaws and administrative regulations.

**AGENDA/MEETING MATERIALS (continued)**

**Consent Items**

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 are items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. 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.

**Meeting Materials**

In order to promote efficient meetings of the Board and meet legal requirements, the Secretary to the Board in concert with the Board President shall develop timelines for submission of agenda items and development, preparation, and dissemination of the agenda packet prior to a regular business meeting of the Board.

The agenda packet and supporting materials, including materials distributed less than seventy-two (72) hours prior to the scheduled meeting, can be viewed in the lobby of the Alder Building at the Mendocino County Office of Education, located at 2240 Old River Road, Ukiah, CA.

**Agenda Dissemination**

A copy of the agenda shall be forwarded to each Board member three days before a regular Monday Board meeting with information from the County Superintendent of Schools, minutes to be approved, recommendations as appropriate, copies of communications, reports from committees, staff, citizens, and others, and such other documents and exhibits which are available and pertinent to the meeting.

**Board Member Preparation**

Board members shall review agenda materials before each meeting.

The Board President and the Secretary to the Board are directed to make every effort to get support materials and the agenda for special meetings to Board members at the earliest possible time after the meetings are called, and except in emergency situations as permitted by law, at least twenty-four (24) hours prior to the time the meetings are called.

The Secretary to the Board or his/her designee shall provide notice of all Board meetings in accordance with applicable laws.

**AGENDA/MEETING MATERIALS (continued)**

**Posting of Agenda**

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda shall be posted in a place freely accessible to the public and employees. The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same locations except as permitted for emergency meetings.

*Legal Reference:*

EDUCATION CODE

*1040 Duties of boards*

*35144 Special meetings*

*35144 Special meetings*

*35145 Public meetings*

*35145.5 Right of public to place matters on agenda*

GOVERNMENT CODE

*54954.2 Agenda posting requirements; board actions*

*54954.3 Opportunity for public to address legislative body; regulations*

*54954.5 Closed session item descriptions*

*54956.5 Emergency meetings*

*54956.6 License/permit determination*

*54957.5 Public records*

**MENDOCINO COUNTY BOARD OF EDUCATION**

Bylaw adopted: September 16, 1991

Revised: August 10, 2009