

**AGENDA/MEETING MATERIALS**

**Construction of Agenda**

Board members may place any item on the agenda no later than seven working days prior to the scheduled meeting date. The secretary of the Governing Board and Board president shall prepare an agenda for each regular meeting.

Individual Board members shall submit requests for research of administrative studies to the entire Board for consideration. If approved, the Board shall direct the Superintendent to make such studies and report to the Board at a future meeting. Individual members shall confer directly with the Superintendent if specific information is desired or if information is needed regarding a complaint or request from a citizen.

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed.

**Public Participation**

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 subject to the following conditions:

1. The request must be in writing and be submitted to the Board secretary with supporting documents and information, if any, at least seven working days prior to the scheduled meeting date.
2. The Board secretary shall be the sole judge of whether the request is or is not within the subject matter jurisdiction of the Board.
3. The Board secretary will determine whether the agenda item is appropriate for discussion in open session or closed session of the Board.

The Board shall also provide members of the public with the opportunity to testify at regular meetings on matters, which are not on the agenda. An agenda item for public input shall be included on Board agendas. The Board shall not take action on such matters at that meeting.

*(cf. 9323.1 – Order of Business)*

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

*(cf. 1120 – Governing Board Meetings)*  
*(cf. 1312 et seq. – Complaints Concerning Schools)*  
*(cf. 3320 – Claims and Actions Against the District)*  
*(cf. 5144.1 – Suspension/Expulsion)*

## **Board Bylaw 9322(b)**

*(cf. 9323 – Meeting Conduct)*  
*(cf. 9323.2 – Actions by the Board)*

### **Advance Delivery of Meeting Materials**

A copy of the agenda shall be forwarded to each Board member not less than three days prior to a scheduled meeting date, with the Superintendent's report, minutes to be approved, 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 members shall become familiar with the agenda and support materials prior to the meeting.

The secretary and president are directed to make every effort to get support materials and the agenda for special meetings to the Board members at the earliest possible time after the meetings are called, and except in emergency situations as permitted in law, at least 24 hours prior to the time the meetings are called. The Superintendent or designee shall provide notice of all Board meetings in accordance with applicable laws.

*(cf. 9320 – Meetings)*

### **Posting of Agenda**

At least 72 hours prior to the time of all regular meetings, an agenda shall be posted on each school's bulletin board, in the district office, and at such public places(s) where members of the public may view it. The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

#### *Legal Reference:*

##### EDUCATION CODE

*35144 Special meetings*

*35145 Public meetings*

*35145.5 Right of public to place matters directly related to school district business on agenda*

##### GOVERNMENT CODE

*54954.2 Agenda posting requirements; board actions*

*54954.3 Agenda item allowing public input*

*54956.5 Special meetings, emergencies*

*54957.5 Public records*

Adopted: February 13, 1992  
Revised: 2/27/08

**WEST SONOMA COUNTY UHSD**  
Sebastopol, California