

**Coast Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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## **BP 2340 Agendas of Board Meetings**

### **References:**

Education Code Sections 72121 and 72121.5;  
Government Code Sections 54954 et seq. and 7920.000 et seq.

An agenda shall be posted in a location physically accessible 24 hours per day, as well as on the District's public website, at least 72 hours in advance of Regular Board Meetings and at least 24 hours in advance of Special Board Meetings.

Agendas 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.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority of the Board members decides that there is an "emergency situation" as defined by law;
- two-thirds of the Board members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by majority vote or unanimous consent of the Board.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor and the Board President. The written summary must be signed by the initiator. The Chancellor will determine on which upcoming Board meeting the item will be included. 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.

An agenda will be prepared by the Secretary of the Board for each Board meeting, and will be posted on the bulletin board on the north side of the Administration Building of the Coast Community College District, 1370 Adams Avenue, Costa Mesa, CA 92626 at least seventy-two hours prior to the start of each Regular Board Meeting, and at least twenty-four hours prior to the start of each Special Board Meeting, unless otherwise provided by law. All Board Meeting Agendas will be posted in compliance with applicable law, and will clearly state the date, time, and location of the meetings. All Board Meeting Agendas will also be posted on the District website, [www.cccd.edu](http://www.cccd.edu), at least seventy-two hours in advance of Regular Board Meetings, and at least twenty-four hours in advance of Special Board Meetings. Board Agendas shall also be distributed to any media outlet or member of the public that has made a request in writing to receive them. Concerning emergency meetings, absent a dire emergency, telephonic notice must be provided to all media outlets that have requested Board Agendas, at least one hour before the meeting. In the case of a dire emergency, notice need only be provided at or near the time that notice is provided to the members of the Board. A “dire emergency” is a crippling disaster, mass destruction, terrorist act, or a threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of the members of the Board.

Adopted September 3, 1986

Revised February 5, 2003

Renumbered from CCCD Policy 010-2-4, Fall 2010

Revised November 6, 2013

Revised March 1, 2017

Revised November 20, 2024

Revised April 2, 2025