

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1020 Agenda and Public Notice

An agenda for each regular meeting shall be prepared and posted as prescribed by law by the Superintendent/President at least seventy-two (72) hours in advance of the meeting.

The agenda shall be mailed or delivered to the Governing Board within the foregoing time limits and shall be accompanied by such other materials as the Superintendent/President believes will assist the Board in arriving at decisions.

The order of business at a regular meeting of the Board will be:

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Closed Session
- II. Recognitions
- III. Communications
- IV. Consent Calendar
- V. Old Business
- VI. New Business
- VII. Advance Planning
- VIII. Adjournment

The President of the Board, however, may rearrange the agenda during the meeting of the Board if there is no objection from a majority of Board members present.

The agenda for regular meetings shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the regular meeting and be posted in a location freely accessible to members of the public and employees.

No action shall be taken on any item not appearing on the agenda except under any of these conditions:

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1020 Agenda and Public Notice (continued)

1. Upon a determination by a majority vote of the Board that an emergency situation exists; an emergency situation means:
 - A. Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board, or
 - B. Crippling disaster, which severely impairs public health, safety, or both, as determined by a majority of the members of the Board;
2. Upon determination by a two-thirds vote (4) of the Board membership, or, if less than two-thirds are present, a unanimous vote of those present that there is a need to take immediate action and that the need for action came to the attention of the Board subsequent to the agenda being posted;
3. The item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

Prior to discussing any item meeting any of the foregoing conditions, the Board must publicly identify the item.

Special Meetings

Special meetings may be held at the call of the President of the Governing Board or upon a call issued in writing and signed by a majority of the members of the Board.

Agendas for special meetings shall specify the time and location of the meeting and the business to be transacted and shall be posted in a location freely accessible to the public and employees no less than twenty-four (24) hours prior to the meeting. No other business shall be considered by the Board.

Reference: Education Code 72121-72125, 72129.
Government Code 54954.2, 54956.5.

Formerly Governing Board Policies 1.9.3 and 1.9.4.

Adopted: April 13, 1988.

Revised and Re-Adopted: June 22, 1994.