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**CONSTRUCTION OF AGENDA**

ADOPT: APRIL 8, 1985

REVISED: FEBRUARY 13, 2001

REVISED: JUNE 12, 2007

REVIEWED: OCTOBER 14, 2008

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GOVERNMENT CODE: 54954.2

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The Superintendent/President, as Secretary to the Board and in cooperation with the President of the Board, shall prepare an agenda for each meeting of the Board. Any Board member may call the Secretary and request an item to be placed on the agenda.

Any member of the public may request that a matter directly related to school 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/President together with supporting documents and information, if any, at least 15 calendar days prior to the legally required public posting of the agenda.
2. The Superintendent/President shall be the sole judge of whether the request is or is not a "matter directly related to school district business."
3. No matter which is legally a proper subject for consideration in closed session will be accepted under this provision.
4. 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 the meeting.

This provision does not prevent the Board from taking testimony at regular meetings on matters which are not on the agenda which a member of the public may wish to bring before the Board, but the Board may not take action on such matters at that meeting.

#### Posting of Agenda

At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which action may be taken, shall be posted. The agenda for a special meeting shall be posted at least 24 hours before the meeting.