

Bylaws of the Board

AGENDA/MEETING MATERIALS

Board agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The Board agenda shall provide members of the public the 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. 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)

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 Superintendent with supporting documents and information, if any, at least seven (7) working days before the scheduled meeting date.

Any Board member may submit an item for the Board agenda any time before the agenda is posted. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting.

When an item properly posted for a regular meeting is continued to a meeting occurring within five (5) days of the regular meeting, it does not have to be on the agenda of a subsequent meeting which occurs within five (5) days. The board shall publicly identify the item before discussing it. (Government Code 54954.2)

The Superintendent or designee will decide whether a request is within the subject matter jurisdiction of the Board and whether an item is appropriate for discussion in open or closed session.

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

Consent Items

In order to promote efficient meetings, the Board may vote 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.

AGENDA/MEETING MATERIALS (continued)

Board Member Preparation

A copy of the agenda shall be forwarded to each Board member at least three (3) days before each regular meeting, together with the Superintendent or designee's report, minutes to be approved, copies of communications, reports from committees, staff, citizens and others, and other available documents pertinent to the meeting.

When special meetings are called, the secretary and the president shall make every effort to get the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain additional information on agenda items and should also let the Superintendent or designee know of any related concerns they may have.

Legal Reference: Education Code
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
54957.5 Public records

Bylaw adopted
by the Board: 05/09/94

EAST WHITTIER CITY SCHOOL DISTRICT
Whittier, California