

Bylaws of the Board

AGENDA/MEETING MATERIALS

Board agenda 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 agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also 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. (Education Code 35145.5, Government Code 54954.3)

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 one week before the scheduled meeting date. The Superintendent or designee will decide whether a request is within the subject matter jurisdiction of the Board, whether an item is appropriate for discussion in open or closed session, and if the item has already been voted on by the Board within the prior six months. If the item has been voted upon within the prior six months and if it is suggested by either a Board member or a member of the public, it may be placed on a future agenda for reconsideration under the following special circumstances:

- (1) The request is made by a Board member who voted with the prevailing side; or
- (2) The Superintendent or designee determines that special circumstances or new information exist that justifies reconsideration.

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 subsequent meeting, it does not have to be on the agenda of a subsequent meeting if it occurs within five days. The Board shall publicly identify the item before discussing it. (Government Code 54954.2)

Bylaws of the Board

AGENDA/MEETING MATERIALS (continued)

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

Board Member Preparation

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting, together with the Superintendent or designee's report, minutes to be approved, and 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 President shall make every effort to get the agenda and supporting 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.

- (cf. 9122 – Secretary)*
- (cf. 9320 – Meetings and Notices)*
- (cf. 9321.1 – Closed Session Conduct and Reports)*
- (cf. 9323 – Meeting Conduct)*
- (cf. 1120 – Governing Board Meetings)*
- (cf. 1312.1 – Complaints Concerning School Personnel)*
- (cf. 1312.2 – Complaints Concerning Instructional Material)*
- (cf. 1312.3 – Uniform Complaint Procedures)*
- (cf. 1340 – Access to District Records)*
- (cf. 3320 – Claims and Actions Against the District)*
- (cf. 5144.1 – Suspension /Expulsion)*
- (cf. 9323.2 – Actions by the Board)*
- (cf. 9200 – Board Members)*

Legal Reference: (see next page)

Bylaws of the Board

AGENDA/MEETING MATERIALS (continued)

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: 06/07/94

Revised: 04/06/99

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California