



Huntington Beach Union High School District Board Policies and Administrative Regulations

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Bylaws of the Board

Agenda/Meeting Materials

It shall be the responsibility of the Superintendent, in his/ her capacity as Secretary of the Board, to develop agenda items for each Board meeting in cooperation with the President of the Board.

Governing Board meeting 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.

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 an 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.

The agenda shall specify that an individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

Any Board member or 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 be submitted to the Superintendent or designee with supporting documents and information, if any, no later than 4:30 p.m. of the Monday a week prior to a Board meeting. The Board President in consultation with the Superintendent shall determine when the items will be placed on an agenda at a future Board meeting. If a similar item has been considered by the Board within 12 months of the request, the Board President may decline placing the item on the agenda.

Individual Board members who wish items placed on the agenda may request the Board President to place the item on the agenda. If the Board President decides not to place the item on a subsequent Board agenda, during the next Board meeting under the New Business agenda item, the individual Board member may request the item be placed on a

future agenda. He/she would make a motion at that time to place the item on a future Board agenda. If one other Board member concurs, the item shall be placed on a future agenda.

The Board President and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on an agenda. In addition, the Board President and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board President and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or consent item.

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda.

Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be 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 or member of the public, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agenda Dissemination

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; copies of communications; reports from committees, staff, citizens and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent and president shall make every effort to distribute 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 request additional information on agenda items.



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Upon request, the Superintendent or designee shall make the agenda and/or agenda packet available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act.

The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first.

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year.

Persons requesting mailing of the agenda or agenda packet may be required to pay a fee as determined by the Superintendent or designee.

Notice of Meetings

The agenda for all regular Board meetings shall be posted at least seventy-two (72) hours in advance. The agenda for Special Board meetings shall be posted at least twenty-four (24) hours in advance. Posting shall be at a place where the public may view the agenda.

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters directly related to school district business on agenda.

GOVERNMENT CODE

53635.7 Separate items of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions
54954.3 Opportunity for public to address legislative body
54956.5 Closed session item descriptions
54957.5 Public records
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.160 Effective communications
36.303 Auxiliary aids and services

Bylaw adopted by the Board: 1/13/87
Revised: 8/28/07