

**ADMINISTRATIVE PROCEDURE 2340 AGENDA DEVELOPMENT AND POSTING**

**A. Agenda Development**

Agenda item title, summary, and support material must be submitted to the Chancellor 12 calendar days prior to a regular board meeting, that is, on the Thursday 12 days prior to the Tuesday Board meeting. The Chancellor will consult with the President and/or Vice-President of the Board prior to the posting of agenda items.

If the Board member disagrees with the decision, the full Board shall decide whether to agendize the suggested item and the timeframe.

**B. Agenda Posting**

Whenever a regular meeting of the governing board is called, the Chancellor shall cause the call and written notice to be posted at least 72 hours prior to the meeting as specified below:

1. Written or electronic notice delivered to each member of the governing board, including any student trustees.
2. Written notice posted on the bulletin board adjacent to the District Board Room 333 East Eighth Street, Oakland, California.
3. Electronic notice posted on the district web site: [www.peralta.edu](http://www.peralta.edu)

The Chancellor shall attempt to provide notice using the methods under special meeting notification described above. However, if the media are not functional due to the nature of the emergency, the Chancellor shall provide notice by whatever means are possible.

**C. Content**

The notice shall specify the time and place of the special or emergency meeting and the business to be transacted or discussed.

Approved by the Chancellor: September 29, 2011