Board Bylaws
AGENDA/MEETING MATERIALS

Agenda Content

County 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. (Government Code 54954.2.)

The agenda shall provide members of the public the opportunity to address the County Board on any agenda item before or during the County Board's consideration of the item. The agenda shall also provide members of the public an opportunity to speak at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the County Board. (Education Code 35145.5; Government Code 54954.3.)

Each meeting agenda shall list the address designated for public inspection of agenda documents that have been distributed to the County Board less than 72 hours before the meeting. (Government Code 54957.5.)

The agenda shall specify that an individual should contact the County Superintendent or designee if he/she requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in a County Board meeting. (Government Code 54954.2.)

Agenda Preparation

The County Board president and the County Superintendent shall work together to develop the agenda for each regular and special meeting. Each agenda shall reflect the County Board's vision and goals, and focus on student learning.

Any County Board member may request that a matter within the jurisdiction of the County Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the County Superintendent or designee and County Board president with supporting documents and information, if any.

The County Board president and County Superintendent shall decide whether a request is within the subject matter jurisdiction of the County Board. Items not within the subject matter jurisdiction of the County Board may not be placed on the agenda. In addition, before placing an item on the agenda, the County Board president and County 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.

The County Board president and County Superintendent shall also decide whether an agenda item is appropriate for discussion in open or required to be in closed session, whether the item should be an action item subject to County Board vote or an information item that does not require action, and at which meeting the item should be presented to the County Board. At the discretion of the County Board president and County Superintendent, any resolution may be placed for first reading at one meeting and for second reading and adoption at a second meeting.
FRESNO COUNTY BOARD OF EDUCATION

Any County 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. (Government Code 53635.7.)

Agenda Dissemination to County Board Members

At least three days before each regular meeting, each County Board member shall be provided a copy of the agenda and agenda packet, including minutes to be approved; copies of communications; reports from committees, staff, community members, and others; and other available documents pertinent to the meeting.

When special meetings are called, the County Superintendent or designee shall make every effort to distribute the agenda and supporting materials to County Board members as soon as possible before the special meeting.

County Board members shall review agenda materials before each meeting. Individual County Board members may confer directly with the County Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of County Board members shall not, directly or through intermediaries or electronic means, discuss, deliberate, or take action on any matter within the jurisdiction of the County Board.

Agenda Dissemination to Members of the Public

The County Superintendent or designee shall mail a copy of the agenda or a copy of any or 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 County Board, whichever occurs first. (Government Code 54954.1.)

If a document that relates to an open session agenda item of a regular County Board meeting is distributed to the County Board less than 72 hours prior to a meeting, the County Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the County Board, provided the document is a public record under the California Public Records Act. The County Superintendent or designee may post the document on the web site of the County Superintendent and County Board in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

Any document prepared by the County Board or any of its members and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by some other person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5.)

For meetings of the County Board occurring on or after January 1, 2019, an online posting of each agenda shall be posted on the primary Internet homepage of the website for the County Board and County Superintendent and comply with the requirements set forth in Government Code section 54954.2.

Upon request, the County Superintendent or designee shall make the agenda, agenda packet,
and/or any writings distributed at a meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1.)

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. (Government Code 54954.1.) Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the County Superintendent or designee, not to exceed the cost of providing the service.

Adopted: 03/21/2013
Amended: 11/15/2018

Legal Reference

Education Code
1011 Regular meetings
1012 Special meetings

Government Code
6250-6270 Public Records Act
54954.1 Mailed agenda of meeting
54954.2 Agenda posting requirements; board actions
54954.3 Opportunity for public to address legislative body
54954.5 Closed session item descriptions
54956.5 Emergency meetings
54957.5 Public records
54960.2 Challenging board actions; cease and desist

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

Court Decisions

Management Resources

CSBA Publications
Call to Order: A Blueprint for Great Board Meetings, rev. 2015

Attorney General Publications
The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Web Sites
CSBA, Agenda Online: http://www.csba.org
California Attorney General's Office: http://www.oag.ca.gov

COE 9322, 1/2016; Doc# 33468-3, 10/2018