

## **Agenda/Meeting Materials**

The Yolo County Superintendent of Schools (“Superintendent”), as secretary of the Yolo County Board of Education (“County Board”) and in cooperation with the Executive Committee which includes the President and Vice President of the County Board, shall prepare an agenda for each regular meeting. Any County Board member may call the Superintendent and request any item to be placed on the agenda no later than 48 hours prior to the legally required public posting of the agenda.

Any member of the public may request that a matter directly related to County Board business be placed on the agenda of a regularly scheduled meeting of the County Board, subject to the following conditions:

1. The request must be in writing and be submitted to the Superintendent together with supporting documents and information, if any, at least five school days prior to the legally required public posting of the agenda.
2. The Superintendent shall be the sole judge of whether the request is or is not a "matter directly related to Yolo County Office of Education (“YCOE”) business."
3. No matter which is legally a proper subject for consideration in closed session will be accepted under this provision.
4. The County Board may place limitations on the total time to be devoted to the matter at any meeting, and may limit the time allowed for any one person to speak on the matter at that meeting.

This provision does not prevent the County Board from taking testimony at regular meetings on matters which are not on the agenda which a member of the public may wish to bring before the County Board, but the County Board may not take action on such matters at that meeting.

County 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 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)

The County Board president and 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 Superintendent, any resolution may be placed for first reading at one meeting and for second reading and adoption at a second meeting.

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)

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

### **Consent Items**

In order to promote efficient meetings, the County Board may act 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 County 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 County Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

### **County Board Member Preparation**

A copy of the agenda shall be forwarded to each County 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 secretary and president shall make every effort to get the agenda and support materials to County Board members as soon as possible. County 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 may also let the Superintendent or designee know of any related concerns they may have.

### **Posting of Agenda**

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda shall be posted at each site of the YCOE, and at such public place(s) where it may be viewed by members of the public. (Education Code 35145; Government Code 54954.2)

The 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 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 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)

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 Superintendent and comply with the requirements set forth in Government Code section 54954.2.

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 Superintendent or designee if they require disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in a County Board meeting. (Government Code 54954.2)

The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same locations.

**Legal References:**

Education Code, 35144, 35145, 35145.5

Government Code, 54950-54963

**ADOPTED:** July 23, 1984

**REVISED:** 02/28/89, 11/16/92, 10/24/94, 11/14/23