

## **31-01 AGENDA BUILDING—PROCEDURE**

Requests for the inclusion of an item on a meeting agenda should be made no later than 10 days prior to the meeting. The request shall be delivered to the Board Chair or College President. Items that the District Governing Board (DGB) has previously voted to include in the agenda shall be placed on the proposed agenda. The President, in consultation with the Board Chair, shall decide which additional matters will be included on the proposed agenda.

Written notification of each meeting shall be given to Board members and the public at least 24 hours prior to the time of the meeting.

The President's office shall deliver to each member of the DGB an agendum setting forth all matters which are to be discussed or decided at the meeting. Backup information will be provided for each action and information item. As to those matters which are the subject of consideration and recommendation after the mailing of said agendum, a detailed report shall be made to the DGB at its meeting. Minutes of each meeting of the DGB shall be part of the agendum packet for the next meeting.

The following shall be the order of business at each meeting of the DGB, unless changed by a majority vote of Board members present:

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Introduction of Guests
5. Call to the Public
6. CCC Excellence
7. Consent Agenda  
Approval of the Minutes of Previous Meetings  
Resignations/Terminations/New Hires
8. Action Items
9. Information and Reports
10. Announcements/Agenda for Future Meetings
11. Meeting Evaluation
12. Executive Session for Legal Advice (if needed)\*
13. Next Regular Meeting
14. Adjournment

NOTE: Executive sessions may be held subject to all applicable provisions of the Arizona Open Meeting Law.

References: Arizona Open Meeting Law

Revision history: 08/23/2011(changed from a policy to a procedure)

Legal review: 03/25/2009

Sponsor: District Governing Board

Adopted by District Governing Board: 08/23/2011