

AGENDA/MEETING MATERIALS

In accordance with the Board of Trustees' intent that the Board of Trustees' agenda be constructed in a timely and appropriate manner, the following guidelines will be followed by Board members and members of the public who wish to place an item on the Board of Trustees' agenda:

1. Board Members

- a. By consensus of a majority of the Board of Trustees, during a legally posted Board of Trustees meeting.
- b. By contacting the Superintendent and Board President in writing using Form E 9322 no later than Monday of the week prior to a regularly scheduled Board of Trustees' meeting.
- c. By requesting under "Future Agenda Items (As requested by Board Members)" on the Regular Board Agenda.
- d. The Board President and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board of Trustees. Items not within the subject matter jurisdiction of the Board of Trustees may not be placed on the 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.
- e. In order to provide for reasonable and appropriate management of the size of the agenda, the Superintendent and Board President will consider the number, scope, and controversial nature of items already scheduled for the agenda when determining the timely placement of above requested items. One item per Board member may be requested with no more than a total of three per agenda to be agendized according to priority, date, and time of submission. Board member requested items that would normally be placed on the upcoming agenda without delay might include:
 - (1) Amendments to current Board Policies
 - (2) Board of Trustees business such as representation on committees
- f. The Superintendent may agendize a Board item for action only, eliminating the information phase of the process, with the following exceptions:
 - (1) Items being presented for information only; no action required
 - (2) Items that need to be presented for information/action to meet legal requirements
 - (3) Items that require in-depth discussion for clarity
 - (4) Items that may induce public input

AGENDA/MEETING MATERIALS (continued)

2. Public

- a. By contacting the Superintendent in writing using Form E 9322 available in the Superintendent's office or on the District website, together with supporting documents and information, at least ten days prior to the regularly scheduled Board of Trustees' meeting.

The Superintendent shall be the judge of whether the request is or is not a topic directly related to District business.

No topic which is a proper subject for consideration in closed session will be published in the agenda unless required by law.

The Board of Trustees may place limitations on the total time to be devoted to a topic at any meeting in accordance with Board Bylaw 9323.

- b. All items that are approved to be agendized by the Superintendent must follow the normal agenda guideline which means that the item must appear as an information item prior to being submitted as an action item.

Regulation Adopted: 11/13/90
Regulation Revised: 03/16/93
Regulation Revised: 11/01/94
Regulation Re-Adopted: 11/18/97
Regulation Revised: 12/11/01
Regulation Revised: 10/07/08
Regulation Revised: 09/03/13
Regulation Revised: 02/03/15

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California

BOARD BYLAWS

E 9322

AGENDA/MEETING MATERIALS

REQUEST FOR ITEM TO BE PLACED ON THE AGENDA

DATE: _____, BOARD OF TRUSTEES MEETING DATE _____

TO: _____, President, Board of Trustees
Ocean View School District

FROM: _____, District Superintendent
Ocean View School District

SUBJECT:

Pursuant to Ocean View School District Board Policy 9322, Ed. Code 35145, and Government Code 54954.3, I request the following item be placed on the agenda at the above-stated date:

BACKGROUND INFORMATION:

CURRENT CONSIDERATIONS:

FINANCIAL IMPLICATIONS:

RECOMMENDATION: (For information or action)

Signed: _____

Date: _____

Received by: _____

Date: _____

Copy: Requestor and Board Members

Regulation Adopted: 11/13/90

Regulation Revised: 03/16/93

Regulation Revised: 11/01/94

Regulation Re-Adopted: 11/18/97

Regulation Revised: 12/11/01

Regulation Revised: 10/07/08

Exhibit* Adopted: 09/03/13

*Previously part of AR9322