



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 2340 Agenda Development and Notification

Issued: October 20, 2009

Revised: July 18, 2016

Revised: March 17, 2020

Reference:

Board Policy 2340 - Agendas

- I. Agenda items are developed by members of the President/Chief Executive Officer (CEO) cabinet and are submitted to President/CEO no later than 10 working days prior to the regularly scheduled board meeting. Other employees or members of the public may request agenda items for consideration. Such requests should be submitted to the President/CEO no later than 10 working days prior to the regularly scheduled board meeting.
- II. Whenever a regular meeting of the Board of Trustees is called, the President/CEO shall cause the call and written notice to be posted at least 72 hours prior to the meeting as specified below:
 - A. Written or electronic notice delivered to each member of the Board, including any student trustee(s).
 - B. Written notice posted on the bulletin board in the administration building.
 - C. Electronic notice posted on the district website.

Special and Emergency meeting agenda items are posted no later than as specified in Board of Trustees Regulation AR 2320 Special and Emergency Meeting Notifications.