



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 2341 Agenda Development and Notification

**ISSUED: October 20, 2009
REVISED: July 18, 2016**

- I. Agenda items are developed by members of the CEO cabinet and are submitted to 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 CEO no later than 10 working days prior to the regularly scheduled board meeting.
- II. Whenever a regular meeting of the governing board is called, the 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 governing 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 web sites: <http://District.Compton.edu>.

Special and Emergency meeting agenda items are posted no later than as specified in Board of Trustees Regulation AR 2321 Special and Emergency Meeting Notifications.

Reference:

Board of Trustee Policy: BP 2340