



## **Procedure 31-01 Agenda Building**

**Sponsor: Office of the President**

### **Purpose**

The District Governing Board develops an agenda in order for the Board to carry out their responsibilities as Board members.

### **Definitions**

None

### **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 Board Chair, in consultation with the President, 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 Office of the President shall electronically 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 publishing 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 agenda items will be included at each meeting:

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
8. Approval of the Minutes of Previous Meetings
9. Resignations/Terminations/New Hires
10. Action Items
11. Information and Reports
12. Announcements
13. Agenda Items for Future Meetings
14. Meeting Evaluation
15. Executive Session for Legal Advice (if needed)

16. Next Regular Meeting
17. Adjournment

If a Board member suggests an item under “Agenda Items for Future Meetings”, at least two of the five Board members must give direction to hear that item for it to be included in a future meeting agenda.

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

### **References**

Arizona Open Meeting Law – A.R.S. § 38-431

### **Procedure History**

08/23/2011	New and Approved by the District Governing Board
03/13/2019	Revised and Approved by the District Governing Board
03/24/2021	Revised and Approved by the District Governing Board
07/02/2025	Revised Sponsor from Office of the President and DGB to Office of the President

### **Legal Review**

03/25/2009