

**SHORELINE COMMUNITY COLLEGE
BOARD OF TRUSTEES BYLAWS**

POLICY 7512

MEETINGS OF THE BOARD OF TRUSTEES: REQUEST FOR ITEMS TO BE PLACED ON THE AGENDA

Anyone, other than a Board member or a representative of the President's Office wishing an item placed on the agenda of a Board meeting, must have a written request in the office of the Board Secretary no later than twelve o'clock noon five business days before the next scheduled meeting of the Board. The Secretary will relate the request to the College President and the Chair of the Board as soon as feasible. The Chair will determine whether the item is to be placed on the agenda. The Chair or his/her designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.