



Policy Name:	Request for Items to be Placed on the Agenda
Policy Number:	7512
Applicable Code/Law:	N/A

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is that anyone, other than a Board member or a representative of the Office of the President 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 (5) 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.