

PAC – Brown Act Procedures

AGENDA

At least 72 hours before a regular meeting, the PAC or its designee, shall post an agenda of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall specify the date, time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. Generally, no action may be taken on any item not on the agenda.

POSTING SITES

1. Physical Plant – D Bldg. Board is located through the double door entrance to D on the right wall of walkway.
2. Personnel Office – K Bldg., 2nd Floor. Board is located in Room K-201 in opposite of counter.
3. Business Office – K Bldg. Board located in Employee Only entrance area against the right wall.
4. Mail Room – A Bldg. Board located in Room A-123 on left facing wall.
5. Hallway – A Bldg. Board located in hallway outside of Room 106.
6. Admissions & Records – R Building Boards – Attn: Dr. Raul Cardoza.
7. Construction Technologies Building – B Building – Attn: Bill Elarton (Dept. Chair)
8. Library – LRC Building – Attn: Teresa Grenot

NOTIFICATION

The Staff Bulletin will publish dates, time and location of PAC meetings for the month. It will also state, “For further information, please contact the Co Chairs.”

OPEN MEETINGS

All meetings, except executive sessions, will be open to all interested parties.

Public Input:

1. At each PAC meeting, 30 minutes will be set aside for public input for registered speakers. This will follow the approval of the minutes.
2. The public needs to be present at 1 p.m. in order to be prepared to speak.
3. Each member of the public will have two minutes to make statements. Ten minutes maximum allowed per topic.
4. The public must register by noon the day before the PAC meeting, excluding weekends and holidays, through the Co Chairs’ Office.

Communication to college staff:

1. The PAC members will provide written and verbal instructions to their groups regarding the procedures for addressing the PAC.
2. Through the weekly staff bulletin, PAC members and the public will be informed of the next PAC meeting.

Meeting Place:

The PAC meetings will continue to be held in Conference Room A-111 until the group expands. When the room reaches capacity, a new site will be determined.

Ballots:

There will be no secret ballots.

Special Meetings:

1. Notification must be posted 24 hours prior to the time of the meeting.

2. The notice shall specify the time, place and business to be transacted.
3. The notice will be placed in each member's mailbox.

7/26/01