

**Board of Trustees**

**AP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING  
PROPOSALS**

**References:**

Government Code Section 3547

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

1. All initial proposals of the District or of the exclusive representatives of District employees, which relate to matters within the scope of bargaining, shall comply with Title 8, California Code of Regulations, Sections 32900 et seq., and California Government Code Section 3547.
2. All initial proposals of the District or of the exclusive representatives of District employees and of the District, which relate to matters within the scope of representation, shall be presented at a public meeting of the Governing Board and thereafter shall be public records.
3. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and to afford the public an opportunity to express itself regarding the proposal at a meeting of the Governing Board.
4. The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers.
5. After the public has an opportunity to respond to an initial proposal presented by the District, the Board shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.

6. If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within 24 hours after their presentation in negotiations. If a vote is taken on such subject by the Governing Board, the vote thereon by each member voting shall also be made public within 24 hours.
7. When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.
8. When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:
  - o The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.
  - o The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.
9. A suitable number of copies of the initial proposals shall be available to the public at meetings during which these proposals are presented. Upon request, additional copies will be made available to members of the public.
10. The Public Employment Relations Board has jurisdiction to process, hear and resolve complaints alleging violation of this policy. Any party alleging a violation of this policy shall present a written statement to the Governing Board of the alleged violation. Within fifteen (15) calendar days of receipt of the written statement, the Governing Board shall respond in writing to the allegations.

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**Date Adopted:** July 21, 2015

*(This is a new procedure recommended by the Policy and Procedure Service.)*