



April 18, 1995

VICE CHANCELLOR TOM NUSSBAUM

Dear Tom:

I have received several inquiries from local Academic Senate Presidents regarding the issue of asking for and receiving a response from their local or District Board of Trustees. Many have presented verbally and in writing, their request for specific action and/or attention to local matters. They have implicitly and explicitly requested a response but have not received such.

Can you please refer me to the statute, regulation, or section of the Brown Act that speaks to this issue? I would like to be able to inform the Senate Presidents of the appropriate way to make the request and legally expect a response.

I am interested in learning the following

1. Are Boards of Trustees legally required to give a written response upon a verbal request at the Board meeting?
2. Are Boards of Trustees legally required to give a written response upon a written request at the Board meeting?
3. In order to legally expect a response, does the request have to be made at the time of the Board meeting?
4. How many days are the Boards allowed in order to respond to an appropriate request?
5. What authority addresses the Board's legal responsibility to respond in writing to an appropriate request?
6. If the Board does not respond to a request made in the appropriate manner, what should the individual making the request do in order to exact a written response?
7. Does the Chancellor's Officer have a process or procedure for addressing the issues of local Boards which are not complying with their legal responsibility to give written responses to appropriate requests?

8. If the Chancellor's Office does have a process or procedure for addressing the issues of local Boards which are not complying with their legal responsibility to give written responses to appropriate request, how would one initiate the process or procedure?
  
9. If the Chancellor's Office does not have a process or procedure for addressing the issues of local Boards not complying with their legal responsibility to give written responses to appropriate request, what recommendations/resources of the Chancellor's Office are available to the individual/group making the appropriate request?

Thank you for your attention to this matter as soon as possible. If you have any questions or need clarification of this request, please feel free to call me in my office.

I respectfully request a written response. Please inform me if I need to do anything else in order to receive such.

Respectfully,

SIGNATURE ON FILE

Regina Stanback-Stroud  
President

Cc: Executive Committee  
Michael Simone