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MEETINGS

ADOPT: APRIL 8, 1985

REVISED: FEBRUARY 13, 2001

REVIEWED: JUNE 12, 2007

REVIEWED: OCTOBER 14, 2008

ED CODE: 72120, 72121, 72121.5, 72122, 72129

GOVERNMENT CODE: 54950-54957.9, 54953, 54954, 54955, 54956, 54956.5

Regular Meetings

The Board shall hold one regular meeting each month. Date, time and place of these meetings shall be established at the annual organizational meeting.

Special Meetings (Non-Emergency)

The presiding officer or a majority of the members of the Board may call special meetings of the Board.

All members of the Board and the Superintendent/President shall be notified of the special meeting and the purpose or purposes for which it is called by written notice delivered to them at least 24 hours in advance of the meeting.

Newspapers of general circulation in the District, radio stations and television stations, who have requested notice of special meetings shall be notified by mail, fax, e-mail, or personally at least 24 hours before the time of the meeting specified in the notice.

An agenda shall be prepared as specified for regular Board meetings and shall be delivered with the notice of the special meeting to Board members, together with supporting documents, if any. The agenda shall be posted according to law. The agenda for the special meeting may be mailed with the notice to news media and the business to be transacted shall be stated in the notice.

Only those items of business listed in the call for the special meeting shall be considered at that special meeting.

Special Meetings (Emergency)

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold a special meeting without complying with the 24-hour notice requirement of Government Code Section 54956.5. An emergency situation means any of the following:

1. A work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.
2. A crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

Each local newspaper of general circulation and radio or television station which has requested notice of meetings shall be notified by the President of the Board or the President's designee, one hour prior to the special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board or its designee shall notify such newspapers, radio stations, or television stations of the fact of the holding of the meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the meeting, a list of persons the President or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at such meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

Adjourned Meetings

A majority vote by the Board may terminate any meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no members are present at any regular or adjourned regular meeting, the Secretary or the Clerk may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of the adjournment to be given in the same manner as in Government Code Section 54955. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of adjournment.

Annual Organizational Meeting

The Board will hold an annual organizational meeting within a 15-day period following the last Friday in November of each year. The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the last Friday in November, and the Board must notify the County Superintendent of Schools of the day and time selected, and the Secretary of the Board shall notify in writing the members and members-elect of the Board of that date and time within a fifteen day period prior to that date.

At the organizational meeting the Board shall appoint a President, a Vice-President, and a Clerk from its members, and the Superintendent/President shall be appointed Secretary to the Board.