

MEETINGS OF THE BOARD

BP 1120

Annual Organization Meeting

In a year in which a regular election for Governing Board members is conducted, an annual organizational meeting shall be held within fifteen (15) days of the last Friday in November following Board member elections. Organizational meetings in years in which no regular election for Governing Board members is conducted shall be held within the same fifteen (15) day period following the last Friday in November. 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 shall notify the County Superintendent of Schools of the day and time selected. Within fifteen (15) days prior to the date of the annual meeting the Secretary of the Board shall notify in writing all members and members-elect of the date and time selected for the meeting.

Regular Meetings

Regular meeting dates and times of the Governing Board shall be determined at the annual organization meeting or as specifically amended by Board action.

At least ten (10) days prior to a regular meeting, the Board shall post a notice identifying the location, date and time of the meeting. The Board shall give mailed notice of every regular meeting and any special meeting called at least one week prior to the date set for the meeting to any property owner located in the District who requests such notice. In case the date, time or place of any regular meeting is changed, the Secretary shall take appropriate steps to notify Board members and the public of the change. At least 72 hours before a regular meeting, the Board shall post an agenda listing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed. No action shall be taken on any item not appearing on the posted agenda unless:

1. Two-thirds of the Board, or all members present (if less than two-thirds are present), determine that there is an immediate need to take action which arose after the agenda was posted.

Special Meetings

Special meetings may be called by the Chair of the Board, or upon an issuance in writing signed by a majority of Board members. A notice of the meeting shall be posted at least 24 hours prior to the special meeting and shall specify the time, place and business to be transacted. No business may be transacted in special meetings other than that listed in the notice. Each Board member and any media entity which has requested in writing notice of special meetings shall be notified at least 24 hours in advance of the special meeting. Any Board member may file a written waiver with the Secretary at any time prior to the meeting to dispense with the notice requirements.

Emergency Meetings

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 an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both the notice and posting requirements. For purposes of this section, "emergency situation" means any of the following:

- (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.

(b) Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

However, each local newspaper of general circulation and radio or television station which has requested notice of special meetings pursuant to Government Code Section 54956 shall be notified by the Chair of the Board or the Chair's designee one (1) hour prior to the emergency meeting by telephone, and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirement of this section shall be deemed waived, and the Board designee shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting as soon after the meeting as possible. The minutes of the emergency meeting, persons notified or attempted to be notified, a copy of the roll call vote, and any action taken at the meeting shall be posted for a minimum of ten (10) days in a public place as soon after the meeting as possible.

Adjournment and Continuance of Meeting

The Board may adjourn any regular or special meeting to a time and place specified in the order of adjournment. Within 24 hours after the time of the adjournment, a copy of the order of notice of adjournment shall be posted on or near the door of the place where the regular or special meeting was held. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified by the Board for regular meetings.

Any meeting may be continued or reconvened to any subsequent meeting in the same manner and to the same extent as adjourned meetings. Provided that if the hearing is continued to a time period within 24 hours, a copy of a notice of continuance shall be posted immediately following the meeting.

Hearings on The Budget

A public hearing of the budget shall be held prior to the adoption of the budget as required by law.

Legal Reference: *Education Code Sections 72028, 72120, 72121, 72121.5, 72122, 72125, 72126, 72129, 72132 and 72413; and Government Code Sections 54954, 54954.1, 54954.2, 54955, 54955.1, 54956, 54956.5, 54956.8, 54956.9, 54957 and 54957.1.*

Adopted: February 1, 1988

Revised: May 2, 1994