

Internal Board

B. Board of Trustees Meetings

7012 Agenda of Meetings and Public Notice

Regular Meetings

An agenda for regular and adjourned regular meetings shall be prepared and posted as prescribed by law by the Chancellor in cooperation with the President of the Board at least seventy-two (72) hours in advance of the meeting. No action shall be taken on any item not appearing on the posted agenda unless:

1. The Board determines by majority vote that an emergency situation exists as defined by Government Code Section 54956.5; or
2. Two-thirds of the Board, or all members present (if less than two-thirds are present) decide that the need to take action arose after the agenda was posted;
3. The item was continued from a prior meeting held not more than five days before the action was taken.

Special Meetings

A notice and agenda of a special meeting shall be posted at least twenty-four (24) hours prior to the meeting in a place accessible to the public and employees and shall specify the time, place, and business to be transacted. No business shall be considered in special meetings other than that listed in the notice and agenda.

Each Board member and any media entity which has requested written notice of special meetings shall be notified at least twenty-four (24) hours in advance of the special meeting by personal delivery or by mail. Any Board member may file a written waiver with the secretary at any time prior to the meeting to dispense with the notice requirement. Presence at the meeting by a member shall also be construed as a waiver dispensing with the written notice requirement.

Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board.

Emergency Meetings

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under

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such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided in the Brown Act to discuss a dire emergency.

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 President of the Board or the President'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 requirements 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, the purpose of the meeting, and any action taken at the 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.