

Board Policy 2320 Special and Emergency Meetings

Page 1 of 2

BP 2320 Special and Emergency Meetings

Reference: Government Code Section 54956; Education Code Section 72129

A. Special Meetings

Special meetings of the Board of Trustees may be called by the President of the Board or by three members of the Board, or by the Superintendent/President of the District when approved by the President of the Board of Trustees. Written notice will be given by the secretary for the Board at least twenty-four (24) hours in advance of the meeting, but waivers may be signed by all members in lieu of such notice.

An Affidavit or Declaration of "Service of Notice" shall be completed and signed by the person who issued the call for the special meeting.

1. Special meetings of the Board of Trustees may be called by the presiding officer of the Board or by a majority of the members of the Board, or by the Superintendent/President of the District when approved by the presiding officer of the Board of Trustees.
2. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at the special meeting by the governing board.
3. The call and notice shall be posted at least twenty-four (24) hours prior to the meeting in a location that is freely accessible to members of the public and District employees.
4. Written notice of a special meeting must be given to each member of the Board and to each local newspaper of general circulation, radio or television station requesting notice in writing. The notice shall be delivered personally or by mail and shall be received at least twenty-four (24) hours before the time of the meeting as specified in the notice. Also, please refer to BP 2340 "Agendas," C, regarding emergency situations.
5. Written notice may be dispensed with for any Board member who files with the Clerk or Secretary a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with for any member who is present at the meeting at the time it convenes.

B. Adjourned Meetings

Any legal meeting may be adjourned to a specific time and place. However, if a special meeting is adjourned, action may be taken only on those items on the original call.

Adopted	01-07-69	Amended	12-06-86
Amended	05-06-75	Amended	01-27-09
Amended	12-05-78		



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Page 2 of 2

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