



Policy

2320 Special and Emergency Meetings

Special meetings may be called by the Chair of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the Chair of the Board when prompt action is needed because of actual or threatened disruption of public facilities under 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 for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

References:

Government Code Sections [54956](#), [54956.5](#), and [54957](#); Education Code Section [72129](#)

Adopted: May 7, 2002

Revision Adopted: ~~September 2, 2003~~, February 10, 2016

Last Reviewed: February 10, 2016

Administrative Procedure

2320 Special and Emergency Meetings

Whenever a special meeting of the governing Board is called, the Chancellor shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

Written notice to each member of the governing Board, including any student trustee(s).

Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the governing Board in writing either prior to or at the time of the meeting.

Whenever an emergency meeting of the governing Board is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

References:

Education Code Sections [72023.5](#) and [72129](#); Government Code Sections [54956](#) and [54956.5](#)

Procedure Last Revised: February 10, 2016

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