

Regular Meetings

The Board of Trustees may hold two regular meetings 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 of Trustees.

All members of the board and the superintendent 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 which have requested notification of special meetings shall be notified by telephone, or if time permits by mail, in advance of each special meeting.

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. Notice shall be posted in the specified area outside the board room 24 hours prior to the special board meeting.

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 of Trustees 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 of Trustees.
2. A crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Trustees.

Each local newspaper of general circulation and radio or television station which has requested notice of special 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 action taken at such meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible. (Government Code section 54956.5)

Adjourned Meetings

A majority vote by the board may terminate any meeting at any place in the agenda providing arrangements have been made to complete the items of business on the agenda at an adjourned meeting.

Annual Organizational Meeting

By law, "the governing board of each school district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the Board of Trustees, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected. The clerk of the board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting. "If the board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall, prior to the first day of such 15-day period and after the regular meeting of the board held immediately prior to the first day of such 15-day period, designate the day and time of the annual meeting. The day designated shall be within the 15-day period. He shall notify in writing all members and members-elect of the date and time." (Education Code 35143)

At the annual organizational meeting the governing board will elect a president, a clerk and an assistant clerk from among its members and will appoint the superintendent as secretary to the board.

Legal References:

Education Code

- 35140 Article 3. Meetings
- 35141 Meetings
- 35143 Annual Organizational Meetings
- 35144 Special Meetings
- 35145 Meetings; Minutes; Agenda

Government Code

- 54950 –
- 54957.9 Brown Act – Open Meeting Laws, Especially:
- 54953 Brown Act – Open Meeting Laws; Teleconferencing
- 54954 Brown Act – Open Meeting Laws; Time and Place of Regular Meetings
- 54954.2 Brown Act – Open Meeting Laws; Posting Agenda, Action on Items Not on Agenda
- 54955 Brown Act – Open Meeting Laws
- 54956 Brown Act – Open Meeting Laws; Special Meetings
- 54956.5 Brown Act – Open Meeting Laws

Bylaw Adopted:

October 9, 1980

Revised: October 26, 1989

Reviewed: September 1993

References Revised: May 2004

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