

2402. SPECIAL MEETINGS. A special meeting may be called at any time by the President of the Board, or upon a call issued in writing and signed by a majority of the members of the Board. Notice 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. Such notice must be delivered personally or by mail or email at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and business to be transacted. No other business shall be considered at such meetings by the Board. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Secretary of the Board a waiver of notice. Such a waiver may be given by telegram or email. Such written notice shall be deemed waived as to any member who is actually present at the meeting at the time it convenes, unless the member articulates an objection for the record, which shall be noted in the official minutes. Continued participation after making such an objection shall not constitute a waiver to the objection. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting. Such notice shall be posted at least 24 hours prior to the special meeting in a location freely accessible to members of the public.

GC 54956

Adopted	12-02-69
Amended	06-29-71
Amended	02-04-76
Amended	04-07-76
Amended	06-25-80
Amended	11-29-89
Amended	09-05-90
Amended	05-18-94
Amended	03-23-11
Amended	01-16-13

2402.10 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 District facilities, the Board may hold an emergency meeting as allowed by law. However, each local newspaper of general circulation and radio or television which has requested a notice of special meetings shall be notified by the Chancellor or designee shall be given notice by email or by telephone. The Board shall not meet in closed session at an emergency meeting except as allowed by law.

GC 54956.5

Adopted 05-18-94
Amended 03-23-11
Amended 01-16-13

2402.11 Minutes of any emergency meeting must be posted as soon as possible after the meeting, along with a list of persons who the Chancellor or his or her designee notified or attempted to notify about the emergency meeting.

GC 54956.5

Adopted 05-18-94
Amended 01-16-13

2403. CLOSED SESSIONS. Closed sessions are restricted to consideration of matters as described in the Education Code and Government Code and to other matters in accordance with law.

GC 54957

Adopted 12-02-69
Amended 02-03-76
Amended 05-18-94
Amended 03-23-11
Amended 01-16-13

- A. To the extent required by law, at the conclusion of any closed session, the Board shall announce in open session any action taken and the vote or abstention of each member on each action.
- B. Prior to holding any closed session, the Board of Trustees shall post or state the reasons for closed session, and shall cite statutory authority or legal authority under which the closed session is being held. To the extent required by law, agenda descriptions of closed session items shall be made available to the public with the public session agenda.

GC 54956.9, 54957

- 1. Potential litigation matters must be defined in the agenda by presentation of existing facts and circumstances to the extent required by law.

GC 54956.9, 54957

- 2. At least 24 hours before the session, if specific complaints or charges will be considered about an employee, that employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session. The employee must notify the Chancellor as the Secretary of the Board or designee by 9:00 a.m. on the day of the Board meeting if he or she seeks to address the Board prior to the Board's consideration of the item. The notice given to the employee shall include the name, address and telephone number of the Chancellor or designee. The notice shall also include a statement advising the employee that he or she must notify the Chancellor or designee by 9:00 a.m. on the day of the Board meeting.

GC 54956.9, 54957

Adopted 05-18-94
 Amended 08-11-99
 Amended 03-23-11
 Amended 01-16-13

3. The Board may meet in closed session to determine whether there is a basis for considering a non-agenda item which would be considered in closed session. The Board may not meet in closed session to determine whether to consider a non-agenda time which must be considered in open session.

GC 54956.9, 54957

Adopted 05-18-94

2403.11 Motion for Closed Sessions.

- a. To recess to Closed Session to consider matters on the posted closed session agenda the Chair shall entertain an appropriate motion. Once adopted by a majority of the Board, the Board will recess to closed session.

GC 54946.9

Adopted 12-02-69
Amended 02-03-76
Amended 05-18-94
Amended 03-23-11
Amended 01-16-13

2404. ANNUAL MEETING. An organizational meeting of the Board of Trustees will be scheduled and held annually between July 1 and 15, inclusive. The Chancellor as Secretary of the Board shall, at least 15 days prior to the date of the annual meeting, notify in writing all Trustees and Trustees-elect of the date and time selected for the meeting. During this annual meeting the Board shall elect one of its members to serve as President and one as First Vice President, for a one-year term. The Board may determine on an annual basis whether to elect one of its members to serve as Second Vice President.

EC 72000 (c) (2) (A)

Adopted 12-02-69
Amended 02-04-76
Amended 12-07-77
Amended 03-29-95
Amended 08-11-99
Amended 03-23-11
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