

Chapter 2 - Board of Trustees

AP 2320 Special and Emergency Meetings

References:

Government Code Sections 54956 and 54956.5; Education Code Sections 72023.5 and 72129

Special Meetings

Whenever a special meeting of the Board of Trustees is called, the College President/CEO 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 College President/CEO 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 Board of Trustees, including the Student Trustee.
- 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.

Emergency Meetings

Whenever an emergency meeting of the Board of Trustees is called, the College President/CEO 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 College President/CEO 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.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016