AP 2325 Teleconferenced Meetings

References:

Education Code Section 72000 subdivision (d);
Government Code Sections 54952.2, 54953 et seq., and 54961

1. The Board may use teleconferencing for the benefit of the public and the Board in connection with any meeting. If the Board elects to use teleconferencing, the Board must comply with all of the following:
    a. At least a quorum of Board members must participate from locations within the District boundaries, except as provided by law;
    b. The Board will identify all teleconference sites on the agenda;
    c. The Board will post the agenda at all teleconference sites;
    d. The agenda must provide an opportunity for members of the public to address the Board directly at each teleconference site;
    e. The Board members must vote by rollcall; and
    f. The Board must conduct the teleconferenced meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board.

2. **Meetings During States of Emergency**
    a. The Board may use teleconferencing without complying with the requirements above in either of the following circumstances:
        i. The Board holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees or
        ii. The Board holds a meeting during a proclaimed state of emergency and has determined, by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

    b. If a state of emergency remains active, in order to continue to teleconference without complying with the location requirement described above, the Board must, not later than 45 days after teleconferencing for the first time pursuant to the above circumstances, and every 45 days thereafter, make the following findings by majority vote:
        i. The Board has reconsidered the circumstances of the state of emergency, and

ii. The state of emergency continues to directly impact the ability of the members to meet safely in person.

3. **Requirements for Individual Board Members Participating Remotely**
    a. The Board can use teleconferencing **without** posting agendas at all teleconference locations provided at least a quorum of the Board members participates in person at a single physical location within the boundaries of the District, and that location is identified on the agenda. Additionally, the Board must provide a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting as a means by which the public may remotely hear and visually observe the meeting and remotely address the Board.

    b. A member of the Board must only participate in a meeting remotely if either:
        i. The member notifies the Board of the member's need to participate remotely for just cause. "Just cause" means a childcare or caregiving need, a contagious illness, a physical or mental disability, or travel on District business or for another state or local agency.
        ii. The member requests the Board allow the member to participate in the meeting remotely due to emergency circumstances and the Board takes action to approve the request. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

    c. The member must participate through both audio and visual technology.

    d. A member cannot participate remotely under the "just cause" or "emergency circumstances" provisions in more than:
        i. Two meetings per calendar year, if the Board regularly meets once per month or less;
        ii. five meetings per calendar year, if the Board regularly meets twice per month; or
        iii. Seven meetings per calendar year, if the Board regularly meets three or more times per month.

4. **Public Access Requirements When Board Is Teleconferencing Under Amended Teleconference Rules**
    a. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board must also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda must identify and include an opportunity for all persons to attend and address the Board through a call-in option, through an internet-based service option, and at the in-person location of the meeting.
    b. In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or

in the event of a disruption within the District's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board must take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

c. The Board must not require the public to submit comments in advance of the meeting and must provide an opportunity for the public to address the Board and offer comment in real time.

Board Approved: 2/11/2026