



AP 2320 Special and Emergency Meetings

Reference:

Government Code Sections 54956; 54956.5

Education Code Sections 72023.5; 72129

Special Meetings:

1. Whenever a special meeting of the governing board is called, the CEO shall cause the call and notice to be posted at least twenty-four (24) hours prior to the meeting in a location freely accessible to the public (see AP 2310).
2. The CEO shall also ensure that the following notices of the meeting are delivered either personally or by other means:
 - a. Written notice to each member of the governing board, including any student trustee(s).
 - b. Written notice to all appropriate media outlets.
3. The written notice must be received at least 24 hours before the time of the meeting as set out in the notice.
4. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed.
5. The notice may be waived by members of the governing board in writing either prior to or at the time of the meeting.

Emergency Meetings:

1. Whenever an emergency meeting of the governing board is called, the CEO shall cause notice to be provided by telephone at least one hour prior to the meeting to all appropriate media outlets.
2. If telephone services are not functioning, the CEO shall provide all appropriate media outlets with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Board Approved: 3/24/2021, 5/8/2024

Next review date: Spring, 2027