AP 2320 Special and Emergency Meetings

Reference:
> **Government Code Sections 54956 and 54956.5;**
> **Education Code Sections 72023.5 and 72129**

1.0 **Special Meetings**

   1.1 Whenever a special meeting of the Board of Trustees is called, the Chancellor 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. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

   1.1.1 Written notice to each member of the Board of Trustees, including student members.

   1.1.2 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.

   1.2 The written notice must be received at least twenty-four (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. The notice may be waived by members of the Board of Trustees in writing either prior to or at the time of the meeting.

2.0 **Emergency Meetings**

   2.1 Whenever an emergency meeting of the Board of Trustees is called, the Chancellor 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 Chancellor 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.

See Board Policy 2310, Regular Meetings of the Board and Board Policy 2320, Special and Emergency Meetings.

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