

Bylaw 9320 Meetings and Notices

Status: ADOPTED

Original Adopted Date: 10/1997

Last Revised Date: 10/16/2024

Meetings of the Board of Trustees are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location as permitted by Government Code 54953, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations or communications with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. Any doubt about a request for accommodation shall be resolved in favor of accessibility. (Government Code 54953, 54953.2, 54954.1, 54954.2)

Notice of the procedure for receiving and resolving requests for accommodation described above shall be given in each instance in which notice of the time of a meeting is otherwise given or the agenda for the meeting is otherwise posted. (Government Code 54953)

Regular Meetings

The Board shall typically hold (2) two regular meetings each month. Regular meetings shall be held on the second and fourth Wednesday at the Education Center unless otherwise noted on the Regular Board Meeting schedule.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's website. (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose or on the district web site, consistent with Government Code 54957.5, at the time the materials are distributed to all or a majority of the Board. (Government Code 54957.5)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's website. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Education Code 35144; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An **emergency situation** means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board.

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by either telephone or email at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers or email addresses provided by the media in the most recent request for notification shall be exhausted. If telephone or internet services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons and/or entities the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and place and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries.

Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party

2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on non-adversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Traditional Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the
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Board's subject matter jurisdiction.

All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Unless a Board member participates by teleconference pursuant to the provisions described in the sections "Teleconferencing During a Personal Emergency" or "Teleconferencing For 'Just Cause'" below, agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. All teleconference locations shall be accessible to the public and the public shall have the right to address the Board directly at each teleconference location. Additional teleconference locations may be provided to the public. (Government Code 54953)

Teleconferencing During a Personal Emergency

Until January 1, 2026, with approval from the majority of the Board, a Board member may be permitted to participate in a meeting remotely when a physical or family medical emergency prevents the Board member from attending in person. The Board member requesting to appear remotely shall notify the Board President and Superintendent in writing at the earliest possible opportunity of the emergency situation, and provide a concise general description of the circumstances relating to the Board member's need to appear remotely. The Board member shall not be required to disclose any disability, medical diagnosis, or personal medical information exempt under existing law. (Government Code 54953) If the request is received after 12:00 p.m. on the day of the Board meeting staff will make every effort to accommodate the request.

A Board member may not appear remotely under emergency circumstances for more than 20 percent of the Board's regular meetings or for more than three consecutive months. If the Board meets less than 10 times in a calendar year, a Board member may not appear remotely under emergency circumstances for more than two meetings. (Government Code 54953)

When a Board member is approved to participate remotely due to emergency circumstances, the Board member is not required to participate from a location which is accessible to the public and the location does not need to be identified on the agenda. (Government Code 54953)

If permitted to participate remotely, the Board member shall utilize both audio and visual technology and publicly disclose, before any action is taken, whether any other individuals 18 years or older are present in the remote location with the Board member, and the general nature of the member's relationship with such individuals. (Government Code 54953)

The district shall also provide public access to the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with public comment being allowed via the remote platform as well as in person and the public shall be able to offer comments in real time. The agenda shall include information describing how members of the public can access the platform. (Government Code 54953)

If a disruption prevents broadcasting the meeting to members of the public using the call-in option or internet-based service option, or a disruption that is within the Board's control prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall not take action on agenda items until public access to the meeting is restored. (Government Code 54953) If public access to the meeting cannot be restored in a timely manner, the Board member(s) who are "teleconferencing during a personal emergency" will be asked to leave the meeting so the business of the Board can continue.

Teleconferencing for "Just Cause"

A Board member may be permitted to appear remotely, pursuant to the provisions below, for just cause for no more than two meetings per calendar year. A Board member appearing for just cause shall notify the Board President and Superintendent in writing at the earliest possible opportunity of the need to participate in the meeting remotely. (Government Code 54953) If the request is received after 12:00 p.m. on the day of the Board meeting staff will make every effort to accommodate the request.

Just Cause may exist for any of the following: (Government Code 54953)

1. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a Board member to participate remotely
2. A contagious illness prevents a Board member from attending in person
3. A Board member has a need related to a physical or mental disability not otherwise reasonably accommodated
4. A Board member is traveling while on official business of the Board or another state or local agency

When a Board member participates remotely for just cause, the Board member is not required to participate from a location which is accessible to the public and the location does not need to be identified on the agenda. (Government Code 54953)

If the Board member participates remotely, the Board member shall utilize both audio and visual technology and publicly disclose, before any action is taken, whether any other individuals 18 years or older are present in the remote location with the Board member, and the general nature of the member's relationship with such individuals. (Government Code 54953)

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 07/06
 12/13/06
 03/08
 10/8/08
 11/08
 4/8/09
 02/14
 05/15/24
 10/16/2024

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 35140
 Ed. Code 35143
 Ed. Code 35144
 Ed. Code 35145
 Ed. Code 35145.5
 Ed. Code 35146
 Ed. Code 35147
 Gov. Code 11135
 Gov. Code 3511.1
 Gov. Code 54950-54963
 Gov. Code 54953

 Gov. Code 54954
 Gov. Code 54954.2
 Gov. Code 54956
 Gov. Code 54956.5
 Gov. Code 7920.000-7930.215
 Gov. Code 8625-8629

Description

[Time and place of meetings](#)
[Annual organizational meetings; date and notice](#)
[Special meeting](#)
[Public meetings](#)
[Agenda; public participation and regulations](#)
[Closed sessions; student matters](#)
[Open meeting laws exceptions](#)
[Prohibition of discrimination](#)
[Local agency executives](#)
[The Ralph M. Brown Act](#)
[Oral summary of recommended salary and benefits of superintendent](#)
[Time and place of regular meetings](#)
[Agenda posting requirements; board actions](#)
[Special Meetings](#)
[Emergency meetings](#)
[California Public Records Act](#)
[California Emergency Services Act](#)

Federal

Description

28 CFR 35.160
28 CFR 36.303

42 USC 12101-12213

Management Resources

Attorney General Opinion
Attorney General Opinion
Attorney General Opinion
Attorney General Opinion
Attorney General Opinion
Court Decision

Court Decision

Court Decision
CSBA Publication

Institute for Local Government Publication
League of California Cities Publication

Website
Website
Website
Website
Website
Website
Website

Cross References

Code

0410
0420.4
0420.4
0420.43
0450
0450
0460
0460
1113
1113
1113-E(1)
1160
1220
1220
1330
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1340
1431
2000
2111
2121
2210
3100
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Effective communications for individuals with disabilities
Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services
Americans with Disabilities Act

Description

78 Ops.Cal.Atty.Gen. 327 (1995)
79 Ops.Cal.Atty.Gen. 69 (1996)
84 Ops.Cal.Atty.Gen. 181 (2001)
84 Ops.Cal.Atty.Gen. 30 (2001)
88 Ops.Cal.Atty.Gen. 218 (2005)
Knight First Amendment Institute at Columbia University v. Trump, (2019) 928 F.3d 226
Garnier v. Poway Unified School District, (S.D. Cal. September 26, 2019) No. 17-cv-2215-W (JLB), 2019 WL 4736208
Wolfe v. City of Fremont, (2006) 144 Cal.App. 4th 533
The Brown Act: School Boards and Open Meeting Laws, rev. 2019
The ABCs of Open Government Laws
Open and Public V: A Guide to the Ralph M. Brown Act, 2016
[CSBA District and County Office of Education Legal Services](#)
[CSBA, GAMUT Meetings](#)
[Institute for Local Government](#)
[League of California Cities](#)
[California Attorney General's Office](#)
[CSBA](#)

Description

[Nondiscrimination In District Programs And Activities](#)
[Charter School Authorization](#)
[Charter School Authorization](#)
[Charter School Revocation](#)
[Comprehensive Safety Plan](#)
[Comprehensive Safety Plan](#)
[Local Control And Accountability Plan](#)
[Local Control And Accountability Plan](#)
[District And School Websites](#)
[District And School Websites](#)
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[Political Processes](#)
[Citizen Advisory Committees](#)
[Citizen Advisory Committees](#)
[Use Of School Facilities](#)
[Use Of School Facilities](#)
[Access To District Records](#)
[Access To District Records](#)
[Waivers](#)
[Concepts And Roles](#)
[Superintendent Governance Standards](#)
[Superintendent's Contract](#)
[Administrative Discretion Regarding Board Policy](#)
[Budget](#)

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| 3280 | Sale Or Lease Of District-Owned Real Property |
| 3280 | Sale Or Lease Of District-Owned Real Property |
| 3311 | Bids |
| 3311 | Bids |
| 3312 | Contracts |
| 3314 | Payment For Goods And Services |
| 3314 | Payment For Goods And Services |
| 3516 | Emergencies And Disaster Preparedness Plan |
| 3516 | Emergencies And Disaster Preparedness Plan |
| 4117.14 | Postretirement Employment |
| 4141.6 | Concerted Action/Work Stoppage |
| 4141.6 | Concerted Action/Work Stoppage |
| 4241.6 | Concerted Action/Work Stoppage |
| 4241.6 | Concerted Action/Work Stoppage |
| 4312.1 | Contracts |
| 4317.14 | Postretirement Employment |
| 6112 | School Day |
| 6112 | School Day |
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| 6173.1 | Education For Foster Youth |
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| 7150 | Site Selection And Development |
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| 7214 | General Obligation Bonds |
| 7310 | Naming Of Facility |
| 9000 | Role Of The Board |
| 9005 | Governance Standards |
| 9012 | Board Member Electronic Communications |
| 9100 | Organization |
| 9121 | President |
| 9130 | Board Committees |
| 9140 | Board Representatives |
| 9220 | Governing Board Elections |
| 9230 | Orientation |
| 9270 | Conflict Of Interest |
| 9270-E(1) | Conflict Of Interest |
| 9310 | Board Policies |
| 9321 | Closed Session |
| 9321-E(1) | Closed Session |
| 9321-E(2) | Closed Session |
| 9322 | Agenda/Meeting Materials |
| 9323 | Meeting Conduct |
| 9323.2 | Actions By The Board |
| 9323.2-E(1) | Actions By The Board |
| 9323.2-E(2) | Actions By The Board |
| 9324 | Minutes And Recordings |
| 9400 | Board Self-Evaluation |