

ADMINISTRATIVE REGULATION 2320

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

SPECIAL AND EMERGENCY MEETINGS

I. SPECIAL MEETINGS

Whenever a special meeting of the governing board is called, the Chancellor 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 Chancellor 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, including any student trustee(s).
- 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.
- Written notice on the District's Internet homepage.

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. The notice may be waived by members of the Board in writing either prior to the meeting, or by their attendance at the meeting.

No other business shall be considered at these meetings by the legislative body.

The Board shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of District executives, as defined in subdivision (d) of Government Code section 3511.1. The Board may, however, call a special meeting to discuss the District's budget.

II. EMERGENCY MEETINGS

An emergency situation: means both of the following:

- A. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.
- B. 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 a legislative body to provide one hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.

Subject to paragraph (A), below, in the case of an emergency situation involving matters upon 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 either the 24-hour notice

requirement or the 24-hour posting requirement of Section 54956 or both of the notice and posting requirements.

- A. Each local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to Section 54956 shall be notified one hour prior to the emergency meeting, or, in the case of a dire emergency, at or near the time that the Chancellor or designee notifies the members of the Board of the emergency meeting.
- B. At least one hour prior to the meeting, notice shall be given by telephone and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Chancellor, or designee, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

During a meeting held pursuant to this section, the Board may meet in closed session pursuant to Government Code section 54957 if agreed to by a two-thirds vote of the members of the Board present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.

All special meeting requirements, as prescribed in Section 54956 shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

The minutes of a meeting called pursuant to this section, a list of persons who the Chancellor, 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 a minimum of 10 days in a public place as soon after the meeting as possible.

References:

Government Code Sections 54956, 54956.5

Education Code Sections 72023.5, 72129