

**Board of Trustees**

1 **AP 2320 SPECIAL AND EMERGENCY MEETINGS**

2 **References:**

- 3 Education Code, Sections 72023.5 and 72129;  
4 Government Code, Sections 54956 and 54956.5

5 Whenever a special meeting of the Board of Trustees is called, the President/  
6 Superintendent shall cause the call and notice to be posted at least 24 hours prior to the  
7 meeting in a location freely accessible to the public. The President/Superintendent shall  
8 also ensure that the following notices of the meeting are delivered:

- 9 • Written notice to each member of the Board of Trustees, including the Student  
10 Trustee.  
11 • Written notice to each local newspaper of general circulation, and each radio or  
12 television station that has previously requested in writing to be provided notice of  
13 special meetings.

14 The written notice must be received at least 24 hours before the time of the meeting as  
15 set out in the notice. The notice shall specify the time and place of the special meeting  
16 and the business to be transacted or discussed. The notice may be waived by any  
17 member of the Board of Trustees in writing either prior to or at the time of the meeting.

18 Whenever an emergency meeting of the Board of Trustees is called, the President/  
19 Superintendent shall cause notice to be provided by telephone at least one hour prior to  
20 the meeting to each local newspaper of general circulation and each radio or television  
21 station that has requested notice of special meetings. If telephone services are not  
22 functioning, the President/Superintendent shall provide the newspapers, radio stations,  
23 and television stations with information regarding the purpose of the meeting and any  
24 action taken at the meeting as soon after the meeting as possible.

25 Office of Primary Responsibility: President/Superintendent

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**Date Approved:** January 14, 2008

**Date Revised:** November 15, 2015

**Dates Reviewed:** October 17, 2018; November 22, 2021