

BOARD POLICY 2320 SPECIAL AND EMERGENCY MEETINGS

Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

Reference:

- Education Code Sections 72129;
- Government Code Sections 54956, 54956.5 et seq., and 54957;
- Administrative Procedure 2320.

Draft August 31, 2011

Policy 1.10 Meetings of the Board of Trustees

- A. ANNUAL ORGANIZATIONAL MEETING.
The annual organizational meeting for the Board of Trustees will be the first regular meeting in December. At the meeting, the Board will elect a President and Vice President and appoint a Secretary to the Board. The Vice President of the Board will preside over the Board meetings in the absence of the President. The Chancellor will generally be appointed as Secretary to the Board.
- B. REGULAR MEETINGS.
The Board will meet twice monthly on the second and fourth Tuesdays, at 7 p.m. As a general policy, meetings will be held in the District Board Room at 333 East Eighth Street in Oakland. Meetings may also be held at other locations in accordance with applicable statutes and codes.
- C. TIME OF REGULAR MEETINGS.
Regular meetings of the Board will be no earlier than 5:00 p.m. The time at which a specific meeting will begin will be stated on the official agenda, which is available at least 72 hours before the meeting. The meeting will usually begin with closed session at 5:00 p.m. The meeting then will be reopened to the public to consider the balance of the agenda at or after 7:00 p.m. On the occasions when there are no matters to be considered in closed session, the meetings will begin at 7:00 p.m.
- D. SPECIAL MEETINGS AND EMERGENCY MEETINGS.
Special and Emergency meetings of the Board may be called in accordance with applicable statutes and codes.
- E. ADJOURNED MEETINGS.
A regular meeting may be adjourned to a future date as the Board may determine.
- F. CLOSED SESSION OF THE BOARD.
All meetings of the Peralta Community College District Board of Trustees shall be open to the public.
 1. Closed sessions of the Board shall only be held as permitted by law. As a general policy, closed session meetings will begin no earlier than 5:00 p.m. The President of the Board will convene the meeting into regular session, subsequent to the closed session, for the purpose of announcing actions voted upon in closed session as required by applicable statutes and codes.
 2. All matters discussed or disclosed during a closed session and all notes, minutes, records or recordings made of such a session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.
- G. Budget Hearing Meeting.
A public hearing of the budget will be held annually prior to its adoption by the Board.
- H. ORDER OF BUSINESS AND PROCEDURE.
Four members of the Board will constitute a quorum for the transaction of business. An affirmative vote of four, a majority, of board members will be required for the passage of a motion. Abstentions shall not be considered an affirmative vote.
 1. The agenda of the meetings will be prepared by the Board President, in consultation with the Vice President and the Chancellor of the District. A Board member may request an item to be placed on the agenda by submitting it in writing to the Chancellor prior to 12 Noon on the eighth working day preceding the Board meeting. As a matter of regular course, the Board member will work with the Chancellor and Board President in a