

Bylaws of the Board

Meetings

All meetings of the Governing Board shall be open to the public, with the exception of closed sessions. (Government Code 54953)

(cf. 9321 - Closed Sessions)
(cf. 9322 - Agenda/Meeting Materials)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting.

The Board shall hold one regular meetings each month. Regular meetings shall be held at 7:00 p.m. on the second Wednesday of each month at the middle school library.

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. No action shall be taken on any item not appearing on the posted agenda, except as allowed by law. (Government Code 54954.2)

(cf. 9323.2 - Actions of the Board)

Upon request, the local media shall be mailed the annual calendar of regular Board meetings. Any changes to the calendar shall be mailed prior to the changed meeting.

A notice of each regular meeting shall be mailed to any owner of property in the district who requests it. The notice shall be mailed at least one week prior to the meeting. Requests must be filed with the Board and shall contain the address of the property. Requests are valid for one year from the date filed and must be renewed annually within 90 days after January 1 of each year. (Government Code 54954.1)

Persons requesting notices shall pay an annual mailing fee as determined by the Board upon the Superintendent's recommendation. (Government Code 54954.1)

(cf. 1340 - Access to District Records)
(cf. 9323.2 - Actions by the Board)

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Meetings (continued)

Notice of special meetings shall be delivered at least 24 hours before the meeting to all Board members, the Superintendent, and to the local media who have requested such notice in writing. This notice also shall be posted at least 24 hours before the meeting in a location freely accessible to the public. This notice shall specify the time and place of the meeting and the business to be transacted; no other business shall be considered at these meetings. (Education Code 35144, Government Code 54956)

Emergency Special Meeting

The Board may hold a special meeting without complying with the 24-hour notice requirement in the case of an emergency situation. An emergency situation means:

1. A work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.
2. A crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

The Board president or designee shall give notice of the emergency special meeting to the local media by telephone one hour before the meeting. If telephone services are not functioning, the notice requirement of one hour is waived. As soon after the meeting as possible, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

No closed session may be held during an emergency special meeting. All other rules governing special meetings shall be observed, with the exception of the 24-hour notice requirement. The minutes of the meeting, a list of persons the 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 ten days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned Meetings

A majority vote by the Board may adjourn any meeting to a later time and place which shall be specified in the order of adjournment. Within 24 hours after a meeting has been adjourned to a later time, a copy of the order of adjournment shall be posted at the meeting site.

Meetings (continued)

If no members are present at any regular or adjourned regular meeting, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Annual Organizational Meeting

The Board shall hold an annual organizational meeting. This meeting shall be held within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a clerk and a president from its members.
2. Appoint a secretary to the Board.
3. Authorize signatures.
4. Develop a schedule of regular meetings for the year.
5. Develop a Board calendar for the year.
6. Designate Board representatives.

(cf. 9140 - Board Representatives)

Legal Reference:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting date, and notice
- 35144 Special meeting
- 35145 Public meetings

GOVERNMENT CODE

- 54950-54957.9 Meetings, especially
- 54953 Meetings to be open and public; attendance
- 54954 Time and place of regular meetings; holidays; emergencies
- 54954.2 Agenda posting requirements, board actions
- 54956 Special meetings; call; notice
- 54956.5 Emergency meetings in emergency situations