

**BP 1320 SPECIAL, EMERGENCY AND ADJOURNED MEETINGS**

**References:**

Education Code Section 72129;  
Government Code Sections 54956, 54956.5, and 54957

**Special meetings** may from time to time be called by the President of the Board of Trustees 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 the 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.

Meetings of the Board may be adjourned and re-adjourned at a later date.

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

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**Date Adopted:** September 16, 2008

**Reviewed:** September 20, 2022

**Formerly:** 2320

## **AP 1320 SPECIAL, EMERGENCY AND ADJOURNED MEETINGS**

### **References:**

Education Code Sections 72023.5 and 72129;  
Government Code Sections 54955, 54956, and 54956.5

### **Special Meetings**

Whenever a special meeting of the Board of Trustees 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 and District employees. 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 of Trustees, including the student trustee.
- 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.

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.

### **Emergency Meetings**

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

Situations in which an emergency meeting is appropriate:

1. 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;
2. 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 Board Members.

The minutes of an emergency meeting, a list of the persons notified or attempted to be notified, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days at each District campus as soon after the meeting as possible.

### **Adjourned Meetings**

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. An order or notice of adjournment shall be posted within 24 hours after the time of adjournment and shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held. When a regular or adjourned regular meeting is so adjourned, the resulting adjourned meeting is a regular meeting for all purposes.

Also see BP/AP 1310 Regular Meetings of the Board and BP 1320 Special, Emergency and Adjourned Meetings.

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**Date Approved:** September 16, 2008

(Replaces Regulation 1010)

**Revised:** June 17, 2025

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