

BOARD MEETINGS

The following laws or guidelines should be recognized in regard to the conduct of meetings:

Open Meetings. All meetings, including study sessions and retreats, must be advertised as meetings that are open to the public. If a Board wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy #1410), the special meeting should be called to order and recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (e.g., real estate matters, litigation.)

All regular meetings must be held within the District boundaries. Special meetings may be held outside the District with proper notice of the time and location.

Meeting Notices. A regular meeting does not require a public notice if held at the time and place provided by Board policy. If the Board does not meet at its regular location, the meeting should be treated as a special meeting with proper notice to the press stating the time, place and purpose of the meeting. A District is required to notify newspapers and radio and television stations which have filed a request for such notification. Each director should receive a printed agenda twenty-four hours in advance of the meeting.

While other items of business may be discussed at a special meeting, no final action can be taken on topics which have not been identified on the printed agenda. If an item is to be discussed in executive session in accordance with policy #1410, the item of business must also appear on the agenda if final action is to be taken following the executive session.

No meeting notice is required when the Board is acting as a quasi-judicial body in a matter between named parties (e.g., hearing on discharge, non-renewal or discipline of an employee, unless the employee requests a public meeting; hearing regarding suspension or expulsion of a student, unless the student requests a public meeting; or for the purpose of planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit).

Meeting Recess and Continuances. The Board may adjourn a regular, special or adjourned meeting to a specific future time. Notice of such an adjournment or continuation must be posted at or near the door of the meeting room. Notification to the press is not necessary unless the adjournment is due to a lack of quorum.