

ADMINISTRATIVE REGULATION 2320

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

SPECIAL AND EMERGENCY MEETINGS

I. SPECIAL MEETINGS

Whenever a special meeting of the Board 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. 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, 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.
- Posting the notice on the District website.

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. The notice may be waived by members of the Board in writing either prior to the meeting, or at the time of the meeting.

No other business shall be considered at these meetings by the legislative body.

The Board shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of District executives, as defined in subdivision (d) of Government Code Section 3511.1. The Board may, however, call a special meeting to discuss the District's budget.

II. EMERGENCY MEETINGS

Whenever an emergency meeting of the Board is called, the Chancellor shall cause notice to be provided by telephone or e-mail 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 internet and 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 as possible after the meeting.

An emergency situation means both of the following:

- A. An emergency, which shall be defined as a 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.

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- B. A dire emergency, which shall be defined as a 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 members of the legislative body.

The following items shall be posted for a minimum of 10 days in a public place as soon as possible after the meeting:

- The minutes of a meeting called pursuant to this section,
- A list of persons who the Chancellor, or designee, notified or attempted to notify,
- A copy of the roll call vote, and
- Any actions taken at the meeting.

References:

Government Code Sections 54956 and 54956.5

Education Code Sections 72023.5 and 72129

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