

AP 2320 SPECIAL AND EMERGENCY MEETINGS

References:

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

Whenever a special meeting of the Board of Trustees is called, the Superintendent/President shall cause the call and notice to be posted at least twenty-four (24) hours prior to the meeting in a location freely accessible to the public. The Superintendent/President 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 public media outlets that have previously requested in writing to be provided notice of special meetings.

The written notice must be received at least twenty-four (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 of Trustees in writing either prior to or at the time of the meeting.

Whenever an emergency meeting of the Board of Trustees is called, the Superintendent/President shall cause notice to be provided by telephone at least one (1) hour prior to the meeting to public media outlets that have requested notice of special meetings. If telephone services are not functioning, the Superintendent/President shall provide public media outlets that have requested notice with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Special and Emergency Meeting notices shall be posted on the College of Marin website.

Date Approved: June 23, 2009

Reviewed/Revised: June 20, 2017