

Board of Trustees

**AP 2320 SPECIAL AND EMERGENCY MEETINGS**

**References:**

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

**Special Meetings**

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:

- 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.
- Email to the known primary email address of shall constitute proper written notice to trustees and media outlets for 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.

**Emergency Meetings**

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.

Emergency meeting notices shall be posted on the College of Marin website.

*Office of Primary Responsibility: President*

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Date Approved: June 23, 2009  
Date Reviewed/Revised: June 20, 2017  
**Date Revised: May 21, 2024**