



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 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:

- A. Written notice to each member of the Board of Trustees, including any student trustee(s). Media outlets and each radio or television station that has previously requested in writing will be provided notice of special meetings. The written notice must be received at least twenty-four hours before the time of the meeting as set out in the notice.
- B. 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 hour prior to the meeting to local media outlets and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the superintendent/president shall provide media outlets, 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.

---

Effective Date:	7/7/09, 11/10/15
Periodic Review:	11/10/15, 8/26/21
References:	Government Code §§54956, 54956.5 Education Code §§72023.5, 72129
CCLC Update:	-
Steering:	S/P / N/A