

Bylaw 9320: Meetings And Notices

Status: DRAFT

Original Adopted Date: 10/16/2007 | **Last Revised Date:** 04/13/2021 | **Last Reviewed Date:** 04/13/2021

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location **as permitted by Government Code 54953**, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations **or communications** with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

The Board shall hold two regular meetings each month. Regular meetings shall be held at 7:00 p.m. on the first and third Tuesday at the District Office Board Room, 546 S. Citrus Avenue, Azusa, CA 91702, unless otherwise posted.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's ~~Internet~~ web site. (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose: **at the time the materials are distributed to all or a majority of the Board.** (Government Code 54957.5)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's ~~Internet~~ web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (**Education Code 35144**; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An *emergency situation* means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist ~~activity~~**act**, or threatened terrorist ~~act~~**activity** that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and **place and** shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members

2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the

notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location. (Government Code 54953)

Teleconferencing During a Proclaimed State of Emergency

The Board may conduct Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for members of the public to address the Board directly at each teleconference location, and ensuring that at least a quorum of the Board participate from locations within district boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

- 1. State or local officials have imposed or recommended measures to promote social distancing**
- 2. For the purpose of determining, by majority vote, whether as the result of the emergency meeting in person would present imminent risks to the health or safety of attendees**
- 3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees**

To conduct a teleconference meeting for these purposes the following requirements shall be satisfied: (Government Code 54953)

- 1. The notice and agenda shall be given and posted as otherwise required by the Brown Act**
- 2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option**

Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third-party and not under the control of the Board.

3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code 54954.3
4. Members of the public shall not be required to submit public comments in advance of a Board meeting and shall be provided an opportunity to address the Board and offer comments in real time
5. Public comment periods shall not be closed until the timed public comment period, if such is offered by the Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed
6. If during a Board meeting a disruption occurs which prevents the district from broadcasting the meeting to members of the public or for members of the public to offer public comments, the Board shall take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored

The district may, in its discretion, provide a physical location from which the public may attend or comment. (Government Code 54953)

The Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953)

1. The state of emergency continues to directly impact the ability of the Board to meet safely in person
2. State or local officials continue to impose or recommend measures to promote social distancing

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
Ed. Code 35140	Time and place of meetings
Ed. Code 35143	Annual organizational meetings; date and notice
Ed. Code 35144	Special meeting
Ed. Code 35145	Public meetings
Ed. Code 35145.5	Agenda; public participation; regulations
Ed. Code 35146	Closed sessions; student matters
Ed. Code 35147	Open meeting laws exceptions
Gov. Code 11135	Nondiscrimination in programs or activities funded by state
Gov. Code 3511.1	Local agency executives
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54953	Oral summary of recommended salary and benefits of superintendent
Gov. Code 54954	Time and place of regular meetings
Gov. Code 54954.2	Agenda posting requirements, board actions
Gov. Code 54956	Special Meetings
Gov. Code 54956.5	Emergency meetings

Federal References

Federal References	Description
28 CFR 35.160	Effective communications
28 CFR 36.303	Auxiliary aids and services
42 USC 12101-12213	Americans with Disabilities Act

Management Resources References

	Description
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 327 (1995)
Attorney General Opinion	79 Ops.Cal.Atty.Gen. 69 (1996)
Attorney General Opinion	84 Ops.Cal.Atty.Gen. 181 (2001)
Attorney General Opinion	84 Ops.Cal.Atty.Gen. 30 (2001)
Attorney General Opinion	88 Ops.Cal.Atty.Gen. 218 (2005)
Court Decision	Wolfe v. City of Fremont, (2006) 144 Cal.App. 544
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
Institute for Local Government Publication	The ABCs of Open Government Laws
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010
Website	Institute for Local Government - https://simbli.eboardsolutions.com/SU/U2G2edhR1agbQ5dqpTfmA==
Website	League of California Cities - https://simbli.eboardsolutions.com/SU/TUf8jshHeiQslshKJpHe2qEtug==
Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcPBwcYa4w==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/dcWdZ2dbilxcpsA9LldFw==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/T5zsMmXECDVZnZynYGLCMw==
0420.43	Charter School Revocation - https://simbli.eboardsolutions.com/SU/RVMgtPWiq2o6slsh4KcojIXZQ==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/XVeModcEEplusmIKmIViNyG8g==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/vQZUWC8qslshfqZpV1MmtaRBg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/Oa8UxEDuhq6BH2zsd274XA==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/8eaD94eHfVAA8KyIGL0hw==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/BzLslshM03JGp7plus8dzh1Fzc4Q==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/LkplusM8wFuCJcC9T99n32Hnw==
1113-E(1)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/fCje9zCXa1OFcXTUBQYRhw==
1160	Political Processes - https://simbli.eboardsolutions.com/SU/S8rslshxpyRIhAt6o9sKKuY8A==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7obBkz3eDZdX6UuwdxRCNQ==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/tHSbWzMDkTpvVHIIUAI5KQ==

1330 Use Of School Facilities - <https://simbli.eboardsolutions.com/SU/bweubRumzjCMEFsRwfPRVQ==>

1330 Use Of School Facilities - <https://simbli.eboardsolutions.com/SU/OsPXtQrBZmNcjhUi2mwN3Q==>

1330-E(1) Use Of School Facilities - <https://simbli.eboardsolutions.com/SU/mJDGwwleQuuHMmknzSltrQ==>

1340 Access To District Records - <https://simbli.eboardsolutions.com/SU/Yd0OhypY8zIqBWetfqeDyQ==>

1340 Access To District Records - <https://simbli.eboardsolutions.com/SU/3WHcNUN51FhE5p4Qq0Swzw==>

1431 Waivers - <https://simbli.eboardsolutions.com/SU/tg2z7nhLud5eoqNkSu6ftQ==>

2000 Concepts And Roles - <https://simbli.eboardsolutions.com/SU/6ZsbxllilZ2gRqalY3ltMA==>

2111 Superintendent Governance Standards - <https://simbli.eboardsolutions.com/SU/ork2IEKnZ8rSKYloJEUnrQ==>

2121 Superintendent's Contract - <https://simbli.eboardsolutions.com/SU/3jnAT52i7xoxtslshnloobqpg==>

2210 Administrative Discretion Regarding Board Policy - <https://simbli.eboardsolutions.com/SU/UTxBmuNpxkj4ULH1gH4qew==>

3100 Budget - <https://simbli.eboardsolutions.com/SU/LAXsliS005BXIXyCf1Nf6A==>

3100 Budget - <https://simbli.eboardsolutions.com/SU/0Em4vjDpAKIGfnem14N1VA==>

3280 Sale Or Lease Of District-Owned Real Property - <https://simbli.eboardsolutions.com/SU/Nm0zHuGE2qDJhcxxXLezvQ==>

3280 Sale Or Lease Of District-Owned Real Property - <https://simbli.eboardsolutions.com/SU/PnlYLMCRQVxCjiB5CrIHYA==>

3311 Bids - <https://simbli.eboardsolutions.com/SU/4rOhsyLofrigJRhzplusINOMg==>

3311 Bids - <https://simbli.eboardsolutions.com/SU/9Yfp9XgBK9CvZxdp5LHYFg==>

3312 Contracts - <https://simbli.eboardsolutions.com/SU/RtEPentWF4fC8KdSsZuiQQ==>

3314 Payment For Goods And Services - <https://simbli.eboardsolutions.com/SU/Pr4pf5kxgLXNKgAAAdNO7TA==>

3314 Payment For Goods And Services - <https://simbli.eboardsolutions.com/SU/IK6NKdf3R3ju5CDhKMDt5Q==>

3516 Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/dOrqkL6zGeHD5I2pKwHzwA==>

3516 Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/MA2DL2Mnc9xXhOn6dxxRIA==>

4117.14 Postretirement Employment - <https://simbli.eboardsolutions.com/SU/ViuTRxRI0sNeRY4plusFFdNWQ==>

4312.1 Contracts - <https://simbli.eboardsolutions.com/SU/ShpXI3Yv7zBIJplusQVAdpg==>

4317.14 Postretirement Employment - <https://simbli.eboardsolutions.com/SU/kn0cVocJtTBYEFmlivUAAA==>

6112 School Day - <https://simbli.eboardsolutions.com/SU/xjfx2vIE4fSmjnHeSG2Kcw==>

6112 School Day - <https://simbli.eboardsolutions.com/SU/EslshXwMnCrQsReNTEjnpplusbiPw==>

6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/j10m5VbLmj8pqMRz0d6dkQ==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/suCMRgbiqOO4rvJsmX2tqw==
7150	Site Selection And Development - https://simbli.eboardsolutions.com/SU/slshnp2jDeIlgSoX7EZEvf5AIA==
7150	Site Selection And Development - https://simbli.eboardsolutions.com/SU/AyHplusoF3DDHZi2le8PAbJxg==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/RuWplR0Hyg9zd1a1uLplusJg==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/5H9WP4YrKfWbYiJpZDAC7Q==
7310	Naming Of Facility - https://simbli.eboardsolutions.com/SU/K8ZQcSC86lgjHVViDatVlag==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/yCFHLIFLUDCtfgppluseQHTJg==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/DaF2m6lmSeyu1yItj5WuoA==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/hytEYovBqsqMp5UzUoFqvQ==
9100	Organization - https://simbli.eboardsolutions.com/SU/0OFfmkj2WFPRReRQEbj6nTQ==
9121	President - https://simbli.eboardsolutions.com/SU/VFkklttzfg8m9yajislshjog==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/hgCK0A6mlyM1J1OIWJHEnA==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/iy0rML7s540pAslshkX2HdIAQ==
9220	Governing Board Elections - https://simbli.eboardsolutions.com/SU/aslshH63kKslshyYG3dNXbIPWGVw==
9230	Orientation - https://simbli.eboardsolutions.com/SU/4qcNnLdU11insCheApKTew==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/YARn4x3ogplqErh63MXQNg==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/E4fcgnfSOiHslshULRaL0A3fA==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/w1Hju6YkZplusilAx4r6plQpg==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/eQxvTE4sunzJru8wB8gc1g==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/HMeZuSH7vnURgKSyn06rcA==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/XO5XSujJK74GwuOSsfILDg==
9323.2-E(1)	Actions By The Board - https://simbli.eboardsolutions.com/SU/OBmCx0euH7NprbtSkVpEqQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/Olplus42Ric0ikCvuN5KkoAFQ==
9324	Minutes And Recordings - https://simbli.eboardsolutions.com/SU/soUJFnL8INplusXOw3UtoNvXg==

9400

Board Self-Evaluation -

<https://simbli.eboardsolutions.com/SU/2Vslshpe6DwqMK2MJcQNj4UQ==>