

Bylaws of the Board

Meetings and Notices

Meetings of the Governing Board are conducted for the purpose of accomplishing District business

A Board meeting exists whenever a majority of its members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or District. (GC 54952.2)

In accordance with state open meeting laws, the Board shall hold its meetings in public and shall conduct closed sessions during these meetings only to discuss confidential matters specified in law. To encourage community involvement in the schools, meetings shall provide opportunities for questions and comments by members of the public and shall be conducted in accordance with law and Board-adopted bylaws.

Direct communication, personal intermediaries, and technological devices shall not be used by a majority of Board members to develop a collective concurrence as to an action that members will take on any item of District business. (GC 54952.2)

Meetings shall be held within District boundaries, except when otherwise allowed by law. (GC 54954)

Meetings shall be held in a facility that is accessible to all persons, including disabled persons, without charge. (GC 54961)

Meeting notices and agendas shall specify that individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent or designee at least two days before the meeting date.

Regular Meetings: The Board shall hold one (1) regular meeting each month. Regular meetings shall normally be held on the third Thursday of the month beginning at ~~4:30~~ 5:00 p.m. (*technical revision*) at the Mendocino ~~Middle~~ K-8 (*technical revision*) School in Mendocino.

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.

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

Special Meetings: Special meetings of the Board may be called by the presiding officer or a majority of the members. (GC 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 shall be received at least 24 hours before the meeting and posted in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed; no other business shall be considered at these meetings. (EC 35144, GC 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. (GC 54954.3)

At least 24 hours' public notice shall be given for any retreats, study sessions, or training sessions held by the Board. All such meetings shall be held within District boundaries and action items shall not be included.

Emergency Meeting: The Board may hold a special meeting without complying with the 24 hour notice requirement in the following cases:

1. A work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

2. A crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.

The Board president or designee shall give notice of the emergency meeting to the local media which have requested notice of special meetings by telephone at least one hour before the meeting. If telephone services are not functioning, the notice requirement of one hour is waived. As soon after the meeting as possible, the Board shall notify the local media which have requested notice for special meetings, describing the purpose of the meeting and any action taken by the Board.

No closed session may be held during an emergency meeting. All other rules governing special meetings shall be observed, with the exception of the 24-hour notice requirement. The minutes of the meeting, a list of persons the 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 ten days in a public place as soon after the meeting as possible. (Government Code 54955)

Adjourned Meetings: A majority vote by the Board may adjourn any meeting to a later time and place which shall be specified in the order of adjournment. Within 24 hours after a meeting has been adjourned to a later time, a copy of the order of adjournment shall be posted at the meeting site. (GC 54955)

If no members are present at any regular or adjourned regular meeting, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (GC 54955)

Teleconferencing: A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means, through either audio, video, or both. (GC 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. (GC 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within District boundaries (GC 54953) Agendas shall be posted at all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public (GC 54953)

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. (GC 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.

Hearings: The Board may occasionally convene public hearings at which no Board action is to be taken. Such hearings are held solely to allow the Board and members of the public to receive information. A hearing may take place immediately prior to a Board meeting.

If a quorum of Board members is present at a hearing, notice of the hearing shall be provided according to procedures specified above for regular meetings.

Other Gatherings: Attendance by a majority of the Board members at any of the following events is not subject to state open meeting laws provided that a majority of the Board members do not discuss specific District business among themselves other than as part of the scheduled program: (GC 54952.2):

- 1) A conference or similar public gathering that involves a discussion of issues of general interest to the public or to school boards
- 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 a legislative body of another local agency
- 4) A purely social or ceremonial occasion.
- 5) 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 open meeting laws. (GC 55952.2)

Legal Reference:

EDUCATION CODE

[35140](#) Time and place of meetings

[35143](#) Annual organizational meeting, date, and notice

[35144](#) Special meeting

[35145](#) Public meetings

[35145.5](#) Agenda; public participation; regulations

[35146](#) Closed sessions

[35147](#) Open meeting law exceptions and applications

GOVERNMENT CODE

[54950-54957.9](#) Meetings, especially:

[54953](#) Meetings to be open and public; attendance

[54954](#) Time and place of regular meetings; holidays; emergencies

[54954.1](#) Mailed notices

[54954.2](#) Agenda posting requirements, board actions

[54954.3](#) Opportunity for public to speak

[54956](#) Special meetings; call; notice

[54956.5](#) Emergency meetings in emergency situations

[54957.5](#) Agenda distribution

[54961](#) Prohibition on use of certain facilities

UNITED STATES CODE, TITLE 42

[12101](#) - 12213 Americans With Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

[35.160](#) Effective communications

[36.303](#) Auxiliary aids and services

ATTORNEY GENERAL OPINIONS

79 Ops.Cal.Atty.Gen. 69 (1996)

78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

ATTORNEY GENERAL PUBLICATIONS

Open Meeting Laws, California Attorney General's Office, 1989

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 1994