

## AP 2320

## Special and Emergency Meetings

Reference: ***Government Code Sections 54956; 54956.5;***  
***Education Code Sections 72023.5; 72129***

Date Issued: November 30, 2007 [Last Review: November 19, 2013](#)

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### **Special Meetings**

When a special meeting of the governing board is called, the Chancellor shall cause notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following meeting notices are delivered either personally or by other means:

- Written notice to each member of the governing board;
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 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. (Per Gov Code Section 54956, the written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by e-mail. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.) The notice may be waived by members of the governing board in writing either prior to or at the time of the meeting.

### **Emergency Meetings**

When an emergency meeting of the Governing Board is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, 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.