

1.0 Regular Meetings (Ed. Code, § 72000.)

- 1.1 The regular meetings of the Los Rios Community College District Board of Trustees shall generally be held on the second Wednesday of each month. Retreats are held in March and October and also constitute regular meetings. The exact date shall be set prior to the meeting being called. Meetings shall be held at the Los Rios Community College District Office at 1919 Spanos Court, Sacramento. Meetings may also be held at any other District facility, or at any other location within the District. Regular meetings shall start at 5:30 p.m., unless otherwise noticed. (Ed. Code, § 72000; Gov't Code, § 54954.)
- 1.2 The date of a regular meeting may be changed by action of the Board of Trustees at any previous meeting, provided that every member is notified by letter or by distribution of the minutes carrying a record of the change. The Chancellor, with the approval of the President of the Board of Trustees, may cancel a regular meeting.
- 1.3 Once the annual calendar of Board of Trustees meetings is approved, Board of Trustees meeting dates shall not normally be changed. Reasons for moving a meeting date include:
 - 1.3.1 More than one Board of Trustees member is unable to attend because of an unavoidable conflict with other District business.
 - 1.3.2 More than one Board of Trustees member is unable to attend because of attendance at a California or national community college event.
 - 1.3.3 There is expected to be a Board of Trustees vote of unusual significance to the District requiring the attendance and participation of all members of the Board of Trustees.
 - 1.3.4 Emergency or other extraordinary event.
 - 1.3.5 Other circumstances deemed sufficient by the President of the Board of Trustees and the Chancellor.
- 1.4 At least seventy-two (72) hours prior to the meeting, an agenda containing a brief general description of each item of business to be transacted or discussed at the regular meeting shall be posted at a place that is freely accessible to the public and where members of the public, including District employees, may view the same. The agendas shall also be mailed to news media that have requested receipt of agendas. (Ed. Code, § 72121(b); Gov't Code, § 54954.2.)
 - 1.4.1 No action shall be taken on any item not appearing on the posted agenda except as specified under Government Code, section 54954.2(b).

2.0 Special Meetings (Ed. Code, § 72129; Gov't, Code§ 54956.)

- 2.1 Meetings of the Board of Trustees may be called by the President of the Board of Trustees or by four (4) members of the Board of Trustees or by the Chancellor when approved by the President of the Board of Trustees.
- 2.2 Notice of a special meeting, including time and place and business to be transacted, shall be delivered by the secretary to each Board of Trustees member and to the news media requesting a notice in writing, personally or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting.
- 2.3 Waivers of notice of special meetings may be signed by all Board of Trustees members in lieu of such notice.
- 2.4 No business may be transacted in a special meetings other than that specified in the notice.
- 2.5 Notice is required regardless of whether any action is taken at the special meeting.
- 2.6 The agenda shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to members of the public.

3.0 Emergency Meeting (Gov't Code, § 54956.5.)

- 3.1 When a majority of Board of Trustees members determines that an emergency situation exists, the Board of Trustees may hold an emergency meeting. Requesting media shall be notified at least one-hour (1) prior to the meeting.
- 3.2 An emergency situation for purposes of such a meeting is defined as a crippling disaster, work stoppage or other activity which severely impairs public health and/or safety.
- 3.3 Any Board of Trustees members or interested media not notified prior to such a meeting shall be furnished with information regarding the purpose of such meeting and any action taken at the meeting as soon after the fact as possible.
- 3.4 The following shall be posted in a public place for ten (10) days as soon after the meeting as possible: The minutes of the meeting, a list of persons notified or attempted to be notified, a copy of the roll call vote and any actions taken at the meeting.
- 3.5 Emergency meetings shall not be held in closed session.

4.0 Adjourned Meeting (Gov't Code, § 54955.)

- 4.1 Adjourned meetings may be held as the business of the Board of Trustees requires.
- 4.2 At the time of the adjournment the time, date and place of the continuation of the meeting shall be determined and announced, and a copy of the notice of

adjournment shall be conspicuously posted on or near the door where the meeting was held within twenty-four (24) hours after adjournment.

5.0 Closed Session

- 5.1 Except as authorized by law, all meetings shall be open public meetings.
- 5.2 Prior to holding any closed session, the Board of Trustees shall state the general reason or reasons for the closed session, and may cite the statutory or other legal authority under which the session is being held. In the closed session, the Board of Trustees may only consider those matters covered in its statement. (Gov't Code, § 54957.7)
- 5.2.1 In the case of special, adjourned and continued meetings, the closed session statement shall be made as part of the notice provided for the special, adjourned or continued meeting.
- 5.3 The Board of Trustees shall publicly report at the public meeting during which the closed meeting is held, any action taken and the roll call thereon, except as specified in Government Code, section 54957.1. (Gov't Code, § 54957.1; Ed. Code, § 72122.)
- 5.4 No electronic recorders or listening devices shall be permitted in closed sessions. (Gov't Code, § 54957.2)

6.0 Notice Pursuant to Written Request (Gov't Code, § 54954.1)

- 6.1 A mailed notice of every regular meeting, and any special meeting which is called at least one week prior to the date set for the meeting, shall be sent to any person who has filed a written request for that notice with the District. Such notice shall be sent at least one (1) week prior to the date set for the meeting.
- 6.1.1 If a special meeting is called within less than seven (7) days, the notice may be given in such a manner as deemed practical by the District.
- 6.2 A written request for notice under this section shall be valid for one (1) year from the date on which it is filed, unless a renewal request is filed.
- 6.2.1 Renewal requests shall be filed within ninety (90) days after January 1 of each year.

Policy Adopted:	11/18/64
Policy Revised:	9/6/72; 2/6/74; 2/19/75; 1/14/81; 6/10/81; 2/17/82; 1/14/87; 4/17/91; 12/8/93; 6/4/97; 5/3/00; 12/15/10; 4/10/13
Policy Reviewed:	4/10/13
Adm. Regulation	None