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4 **BOARD MEETINGS**  
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7 **A.** All regular and special meetings of the Board are open to the public and comply with the  
8 Brown Act provisions, except as otherwise required or permitted by law.  
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10 A notice identifying the location, date, and time of each meeting of the Board shall be posted  
11 at least 72 hours prior to the meeting and shall remain posted until the day and time of the  
12 meeting.  
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14 All regular meetings of the Board shall be held within the boundaries of the District except in  
15 cases where the Board is meeting with another local agency or is meeting with its attorney to  
16 discuss pending litigation if the attorney's office is outside the District.  
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18 **B. Regular Meetings**  
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20 Regular meetings of the Board shall be held on the second Thursday of each month.  
21 Meetings will be held in the District Assembly Room, 114 S. Del Rosa Avenue, San  
22 Bernardino, California, 92408, or as otherwise specified by previous Board action. Meetings  
23 will begin at 4:00 p.m. or as otherwise specified by previous Board action. Individuals who  
24 may wish to place a matter on the agenda or speak on an agenda item may do so by  
25 following the procedures outlined in Administrative Regulation 2120.  
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27 **C. Special Meetings**  
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29 Special meetings may be held at the call of the President of the Board, or upon a call issued  
30 in writing and signed by a majority of the members of the Board, except that by unanimous  
31 consent a special meeting may be convened at any time. The date set for a special meeting  
32 shall be at least twenty-four hours subsequent to the completion of the call. No business  
33 shall be transacted at a special meeting other than that specified in the call, except that, by  
34 unanimous consent, any business matter may be transacted at any special meeting.  
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36 **D. Executive Sessions (Closed Session)**  
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38 Closed sessions of the Board shall only be held as permitted by applicable legal  
39 provisions including but not limited to the Brown Act, California Government Code and  
40 California Education Code. Matters discussed in closed session may include:  
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- 42 ✓ The appointment, employment, evaluation of performance, discipline or dismissal of a  
43 public employee;  
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45 ✓ Charges or complaints brought against a public employee by another person or  
46 employee, unless the accused public employee requests that the complaints or  
47 charges be heard in an open session. The employee shall be given at least twenty-  
48 four (24) hours written notice of the closed session;  
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50 ✓ Advice of counsel on pending litigation, as defined by law;  
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52 ✓ Consideration of tort liability claims as part of the District's membership in any joint  
53 powers agency formed for purposes of insurance pooling;  
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55 ✓ Real property transactions;  
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57 ✓ Threats to public security;

- 54 ✓ Review of the District's position regarding labor negotiations and giving instructions to
- 55 the District's designated negotiator;
- 56 ✓ Discussion of student disciplinary action, with final action taken in public;
- 57 ✓ Conferring of honorary degrees;
- 58 ✓ Consideration of gifts from a donor who wishes to remain anonymous.

59 The agenda for each regular or special meeting shall contain information regarding  
60 whether a closed session will be held and shall identify the topics to be discussed in any  
61 closed session in the manner required by law.

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63 After any closed session, the Board shall reconvene in open session before adjourning  
64 and shall announce any actions taken in closed session and the vote of every member  
65 present.

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67 All matters discussed or disclosed during a lawfully held closed session and all notes,  
68 minutes, records or recordings made of such a closed session are confidential and shall  
69 remain confidential unless and until required to be disclosed by action of the Board or by  
70 law.

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72 **E. Recessed Meetings**

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74 Meetings may be recessed by the President with the consent of the majority of the Board  
75 members present.

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77 **F. Study Sessions**

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79 The Board may hold study sessions open to the public for the study of general topics of  
80 interest to the Board or the community in the operation of the District Board procedures  
81 and programs.

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83 **G. Hearing on the Budget**

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85 A public hearing of the budget shall be held in conjunction with the September Board  
86 Meeting prior to adoption of the budget as provided by law.

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88 **H. Taking Action on Items not on the Agenda**

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90 The Board may only take action on items not posted on the agenda by a two-thirds vote  
91 or a unanimous vote when a simple majority exists under the following conditions (a) an  
92 emergency situation exists; (b) there is a need to take immediate action and that the  
93 need for action came to the attention of the local agency subsequent to the agenda being  
94 posted; and (c) the item was continued from a previous meeting to the meeting at which  
95 action is being taken.

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97 References:

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99 Education Code § 72000 (d); § 72112  
100 Government Code §§ 54956.8, 54956.9 54957 et.seq.  
101 Evidence Code § 1040

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104 AMENDED: 04/08/04  
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