



Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 1120
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Community Relations

Governing Board Meetings

Meetings with the Governing Board are conducted for the purpose of accomplishing district business. As a matter of district policy and state law, meetings shall be held in public in order to insure the involvement of interested community members. However, the Board is also empowered to conduct closed meeting sessions to discuss certain matters that are confidential. (cf. 9321 - Closed Meetings)

Annual Organizational Meetings

The Governing Board shall hold an annual organizational meeting as provided in Education Code Section 35143 to elect from its members a president, vice-president, a clerk and an alternate clerk. The Board, in its organizational meeting, shall: name a regular time and place of meetings for the year, authorize signatures and develop a calendar of topics.

Regular Meetings

Except as provided by law, all meetings of the Governing Board (except closed sessions) shall be open to the public, and all actions authorized or required by law of the Board shall be taken at such meetings and shall be subject to the following requirements:

1. Minutes must be taken at all such meetings, indicating all actions taken by the Board and electronic recordings should be made whenever possible. Such minutes shall constitute public records and shall be available to the public. Until the Board adopts such minutes as the official minutes, such minutes shall be labeled the unadopted minutes. The official minutes shall also constitute public records and shall be available to the public.
2. A list of items that will constitute the agenda for all regular meetings shall be posted at a place where parents and teachers may view the same at least forty-eight (48) hours prior to the time of said regular meeting, and, in the case of special meetings, at least twenty-four (24) hours prior to said special meeting.
(cf. 9321 - Closed Sessions)

Governing Board Meetings (continued)

Regular Meetings (continued)

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the members of the Board.

All Board members and the Superintendent shall be notified at least twenty-four (24) hours prior to the special meeting. The notice shall contain the time, place and the business to be transacted.

Notice of special meetings will be given to the local media and property owners who have requested such notice in writing. The notice will be given at least twenty-four (24) hours prior to the meeting and will include the business to be transacted.

An agenda shall be prepared and delivered with the notice to Board members. The agenda shall be posted at least twenty-four (24) hours prior to the meeting.

Only those items of business listed in the call for the special meeting shall be considered at that special meeting.

Emergency Special Meeting

The Governing Board may hold a special meeting without complying with the twenty-four (24) hour notice requirement in the case of an emergency situation. An emergency situation means:

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 president of the Board or designee shall give notice of the emergency special meeting to the local media by telephone 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 that the meeting was held, the purpose of the meeting and any action taken by the Board.

Emergency Special Meeting (continued)

No closed session may be held during an emergency special meeting. All other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice.

Governing Meetings (continued)

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 such meeting shall be posted for a minimum of ten (10) days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned Meetings

A majority vote by the Board may adjourn any meeting to a later time and place that shall be specified in the order of adjournment. Within twenty-four (24) hours after the meeting has been adjourned a copy of the order of adjournment shall be posted at the site of the meeting.

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

(cf. 9320 - Meetings)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

Legal Reference:

EDUCATION CODE

78 "Governing Board" defined
35144 Special meetings
35145 Public meetings
35145.5 Agenda; public participation; regulations
35146 Closed sessions
52034 Reasonable opportunities for each school site council or its representatives to meet with governing board (c)

GOVERNMENT CODE

54950-54957.9 Meetings, especially
54951 Local agency, definition
54953 Meetings to be open and public; attendance
54954 Time and place of regular meeting; holidays, emergencies
54956 Special meetings; call; notice
54956.5 Special meeting in emergency situation
54957 Closed session

Policy

adopted: 1/13/87