



Huntington Beach Union High School District Board Policies and Administrative Regulations

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Bylaws of the Board

Meetings

All meetings of the Governing Board shall be conducted in accordance with state open meeting laws (Brown Act) and the Board's bylaws, policies, and administrative regulations.

Types of Meetings

Official meetings of the Governing Board include: Regular Meetings, Special Meetings, Emergency Meetings, and Adjourned Meetings.

Regular Meetings

Regular meetings shall be held at 6:00 p.m. on the second Tuesday and fourth Tuesday (if needed) of each month in the Board Room of the District Office located at 5832 Bolsa Avenue, Huntington Beach, California. The Board may modify the date and time for a regular meeting by taking action at a prior board meeting and giving appropriate notice as required by the Brown Act.

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 and on the district's Internet web site. (Government Code 54954.2) Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

Special Meetings

In accordance with Education Code section 35144 and Government Code section 54956, special meetings may be called at any time by the presiding officer or a majority of the Board Members.

However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location freely accessible to members of the public and on the district's internet web site.

Bylaws of the Board (continued)

Emergency Meetings

In accordance with Government Code section 54956.5, the Board may hold an emergency meeting, in the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting.

Adjourned Meetings

In accordance with Government Code section 54955, regular or special meetings may be adjourned to a subsequent time or day at the discretion of the Board. Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held.

Organizational Meetings

Each year, the Governing Board shall hold an annual organizational meeting. In any year which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

Bylaws of the Board

Legal Reference:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting date, and notice
- 35144 Special meeting
- 35145 Public meetings

GOVERNMENT CODE

- 54950-54957.9 Meetings, especially
- 54953 Meetings to be open and public; attendance
- 54954 Time and place of regular meeting; holidays; emergencies
- 54954.2 Agenda; posting; action on other matters; posted on Internet Web site
- 54955 Adjournment; adjourned meetings
- 54956 Special meetings; call; notice
- 54956.5 Special meeting in emergency situation

Bylaw adopted by the Board: 1/13/87

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