



Book	Board Policies
Section	CHAPTER 2: Board of Trustees
Title	Regular Meetings of the Board
Code	BP 2310
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### **BP 2310 Regular Meetings of the Board**

References: Education Code Section 72000 (d); Government Code Sections 54952.2, 54953 et seq., and 54961

All meetings of the Board shall be open to the public, except that the Board may hold closed sessions for purposes specifically exempted from the open meeting laws of the State of California.

The rules contained in the current edition of Robert's Rules of Order shall govern meetings of the Board in all cases unless they are inconsistent with the Education Code, other State or Federal laws or District Rules and Regulations.

#### **Regular Meetings**

- a. The regular meetings of the Board shall normally be held on the fourth Wednesday of each month in the Board of Trustees Meeting Room, District Administration Building at 3401 CSM Drive, San Mateo, CA or any other location agreed upon by the Board and Chancellor. Roll call will be held at 6:00 p.m. and the public session of the meeting will begin at that time. A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.
- b. The date, time, and place of the regular meeting may be changed by action of the Board. In the event of a change of meeting date, time, or place, the Secretary for the Board shall take appropriate steps to inform the public and representatives of the news media of the change in advance of the meeting.
- c. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District, or is meeting during a proclaimed state of emergency.
- d. All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

### **Meetings During Proclaimed States of Emergency**

Prior to January 1, 2024, the Board may hold a regular meeting, or special or emergency meetings as defined in BP 2320 Special and Emergency Meetings, virtually through voice or video teleconferencing services during a proclaimed state of emergency under the provisions of the Brown Act.

In order for the Board to meet virtually during a proclaimed state of emergency, the Board will make findings by majority vote, as required by the Brown Act by way of a Board resolution.

If the Board elects to meet virtually during a proclaimed state of emergency, the District will comply with relevant provisions of the Brown Act regarding the posting of agendas, public access to meetings through call-in or internet-based service options, public participation, and limits on Board action in the event of a meeting disruption due to interruption of teleconferencing services.

During proclaimed states of emergency, the Board is not required to provide a physical location from which members of the public may attend or provide public comment.

### **Hearing on the Budget**

A public hearing on the budget shall be held prior to adoption of the budget as required by law. Also see *BP 6200 Budget Preparation*.

*See BP 2315 Closed Sessions, BP/AP 2320 Special and Emergency Meetings, BP 2330 Quorum and Voting, BP/AP 2340 Agendas, and BP/AP 2360 Minutes.*

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*(Replaces former SMCCCD BP 1.40)*

Revised: 2/12; 5/13; 11/14; 6/16; 11/23