

VENTURA COUNTY BOARD OF EDUCATION

BOARD POLICY NO. 9320

ADOPTED: 02/24/97

CLASSIFICATION: Board Bylaws

**REVISED: 09/08/00
12/12/05**

SUBJECT: Board Meetings, Minutes and Recordings

MEETINGS

The schedule for Regular meetings of the Board shall be established at the annual organizational meeting. Regular meeting date(s) may be revised by Board action at any scheduled meeting, as needed.

Special meetings of the Board may be called by the President whenever circumstances require that they be held. Upon the written request of any three (3) members of the Board, the President shall call a special meeting.

At special meetings, no business shall be transacted other than that specified in the call of the President, except, certificates to teach may be renewed at any meeting of the Board.

On the call of any member of the Board, ayes and nays shall be taken upon any proposition, and the vote shall be recorded in the minutes of the meeting.

A majority of the members shall constitute a quorum for the transaction of business. Three votes are needed for a quorum to take action.

The President of the Board shall preside at regular and special meetings of the Board. In the absence of the President, the Vice President shall preside. In the absence of both the President and Vice President, the membership shall elect one of its members to serve as temporary presiding officer.

VIDEO TELECONFERENCES

Meetings by teleconferencing are permitted not only through video technologies, but also through audio or a combination of the two. Agendas must be posted at each teleconferencing site and each teleconference location must be identified in the meeting notice and agenda. In addition, each teleconference location must be accessible to the public.

As a condition of a teleconferenced board meeting, at least a quorum of the board must participate from within the district boundaries.

AGENDAS

The Superintendent, in conjunction with the Board President, shall prepare the Agenda for each regular and special meeting of the Board.

Board members may request items be placed on the agenda by notifying the Superintendent of the request at least 12 days prior to the date of the next scheduled meeting.

The Superintendent and the Board President shall review the requested agenda items and determine the items to be placed on the agenda. Any requested agenda item not placed on the agenda by the Superintendent and Board President may be brought to the next Board meeting. The majority vote of the board shall determine if the item will be placed on a future agenda.

The agenda shall be posted at least 72 hours before a regularly scheduled Board meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the regular meeting and shall be posted in a location freely accessible to members of the public. No action shall be taken on any item not appearing on the posted agenda, except as authorized by Government Code Section 54954.2(b), (G.C. 54954.2)

Notice of a special Board meeting shall be delivered personally or by mail to each Board member and to each local newspaper of general circulation, radio or television station requesting notice in writing. The notice shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

EMERGENCY MEETINGS

Emergency meetings, as defined by Government Code Section 54956.5, may be held without complying with either the 24 hours posting or notice requirements; however, if telephone service is functioning, each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified one hour prior to the emergency meeting. All telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. If telephone service is not functioning the notice requirements shall be deemed waived and the media will be notified as soon after the meeting as possible.

Notice of adjourned meetings, as referenced in G.C. 54955 and further detailed in Policy 1301, shall be given in the same manner as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held, within 24 hours after the time of the adjournment. When the order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

MEETING MINUTES

The Superintendent shall take, or cause to be taken, minutes of all regular and special meetings of the Board.

Copies of official minutes of meetings of the Board shall be mailed to each Board member prior to the next succeeding meeting of the Board, so that members may have an opportunity to review them prior to official adoption at a subsequent or next regular meeting.

Copies of official adopted minutes shall be bound and kept in the Office for public inspection.

Motions or resolutions shall be recorded as having passed or failed. Individual votes on resolutions shall be recorded. Board resolutions shall be numbered consecutively from the beginning of each calendar year.

A video or audio tape recording may be made at any Board meeting. Recordings made during regular or special Board meetings are public records. They shall be kept for a minimum of thirty (30) days and upon request shall be made available for inspection by members of the public utilizing a district recorder, without charge.

In the conduct of its business at all regular and special meetings, and when existing Board policies do not prescribe the procedure, the Board shall be governed by the parliamentary procedures set forth in Robert's Rules of Order, latest revised edition. Upon a majority vote by members of the Board, this policy may be waived for the conduct of any single meeting or for any single item on the agenda of the meeting.

ADJOURNED MEETINGS

If by 30 minutes before the posted end time, it appears that the business on the agenda of a regular or special meeting will not be concluded by the posted end time all business will be interrupted and the presiding officer of the meeting shall place the question as to whether the meeting shall continue for thirty (30) minutes beyond the posted end time. This question shall outrank all other motions and may not be amended or debated.

Failing a unanimous vote to continue, the Superintendent will present a list of urgent items which cannot wait for action, if such items exist.

After action on the urgency items, the Board shall decide whether to adjourn the meeting and have it reconvened at a later date. The location and time to reconvene the meeting will be announced and conspicuously posted on or near the door of the place where the adjourned meeting was held, within 24 hours of the adjournment. In addition to the posted notice, notices of adjourned meetings shall be the same as for special meetings.

If the motion to extend the meeting for thirty (30) minutes passes unanimously, the meeting shall continue until the established time. At the end of the extension, all business shall be interrupted and the presiding officer shall again place the question whether to extend the meeting another thirty (30) minutes. The process repeats as above, every thirty (30) minutes.

Legal Reference:

EDUCATION CODE

1009	Organizational Meeting
1011	Meetings of the Board
1012	Special Meetings
1013	Quorum
1015	Voting
1016	Special Meetings

GOVERNMENT CODE

54950 et seq Ralph M Brown Act

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act