

Glendale Community College District

2310

Board Policy

MEETINGS OF THE BOARD

All regular and special meetings of the Board of Trustees (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. Minutes are to be taken at all public meetings recording all actions taken by the Board, and these shall be made available to the public. In compliance with Americans with Disabilities Act requirements, accommodations shall be made when requested.

Regular meetings of the Board shall be held monthly on a schedule determined annually at the annual organizational meeting for the coming fiscal year. Regular meetings of the Board shall normally be held at Glendale Community College, 1500 North Verdugo Road, Glendale, California.

In all matters not covered by rules of order adopted by the Board, parliamentary procedures shall be governed by Roberts' Rules of Order, Newly Revised, latest edition.

The Board of Trustees shall adopt policies and procedures, which may specify reasonable procedures to insure the proper functioning of board meetings.

A. REGULAR MEETINGS

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.

B. SPECIAL MEETINGS

From time to time special meetings may be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting in a location freely accessible to members of the Board, and to the community. The date set shall be at least 24 hours subsequent to completion of the call and notice. Notice shall be in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.

C. EMERGENCY MEETINGS

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities. Such circumstances are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

Glendale Community College District

2310

Board Policy

D. CLOSED SESSIONS

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- consideration of its response to a confidential final draft audit report from the Bureau of State Audits.

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

After any closed session, the Board shall reconvene in open session before adjourning and shall report, if required by the Brown Act, any actions taken in closed session and the roll-call vote of every member present.

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

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2310

Board Policy

E. BOARD RETREATS

As part of a special meeting, the Board shall schedule a minimum of two retreats per year by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting in a location freely accessible to members of the Board. Notice shall be in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.

F. STUDY SESSIONS

On occasion, the Board may meet informally to discuss various college or educational issues as part of a regular or special meeting. These meetings shall be known as study sessions. These meetings are open to any individual who wishes to attend, and are subject to the Brown Act.

G. ABSENCES

Absences from board meetings shall be governed by Government Code Section 1064.

Reference:

- Education Code Sections 72000(d); 72122; 72129
- Government Code Sections 1770, 54952.2, 54953 et seq.; 54961, 54956.8, 54956.9, 54957, 54957.6; 11125.4, 54956, 54956.5, 54957

Administrative Regulation: None

Adopted 7/10/73

Revised 3/31/83; 10/15/07; 5/19/14; 2/17/15

Reviewed 12/02/14; 8/07/17; 1/31/20