

Bylaws of the Board

MEETINGS AND NOTICES

The Governing Board recognizes that state open meeting laws define a "meeting" as:

1. Any congregation of a majority of the members of the Board in the same time and place to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the Board or District.
2. Any use of direct communication, personal intermediaries or technological devices by a majority of Board members to develop a collective concurrence as to an action the members will take on an item. (Government Code 54952.2)

Provided that a majority of the Board members do not discuss among themselves business of a specific nature that is within the District's subject matter jurisdiction, attendance by a majority of the Board's members at any of the following events and individual contacts or conversations between a Board member and any other person are not subject to state open meeting laws:

3. A conference or similar public gathering that involves a discussion of issues of general interest to the public or to school Boards.
4. An open, publicized meeting organized by a person or organization other than the District to address a topic of local community concern.
5. A purely social or ceremonial occasion. (Government Code 54952.2)

Board meetings shall be open to the public and held within District boundaries, except as allowed by law. The Board welcomes public participation at its open meetings for purposes identified in law. (Government Code 54953, 54954)

Regular Meetings

The Board shall adopt a schedule specifying the date, time and place of its regular meetings. (Education Code 35140)

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. (Government Code 54954.2)

A notice of each regular meeting, and any special meeting called at least one week in advance, shall be mailed to any person who has filed with the Board a written request for such notice. The notice shall be mailed at least one week before the meeting. Requests are valid for one year from the date filed unless renewed. Renewal requests must be filed within 90 days after January 1 of each year. (Government Code 54954.1)

Persons requesting notices shall pay an annual mailing fee as determined by the Superintendent or designee.

MEETINGS AND NOTICES (continued)

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members. (Government Code 54956)

Notice of special meetings shall be delivered either by mail or personally at least 24 hours before the meeting to all Board members, the Superintendent, and the local media who have requested such notice in writing. This notice also shall be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted; no other business shall be considered at these meetings. (Education Code 35144, Government Code 54956)

When a special meeting is called at least one week in advance, a notice of the meeting shall be mailed at least one week before the meeting to any person who has appropriately filed with the Board a written request for notice of regular meetings. (Government Code 54954.1)

Emergency Meeting

The Board may hold an emergency meeting without complying with the 24-hour notice requirement in the following cases:

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. (Government Code 54956.5)

The Board president or designee shall give notice of the emergency 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 local media which have requested notice for special meetings, describing the purpose of the meeting and any action taken by the Board. (Government Code 54956.5)

No closed session may be held during an emergency meeting. All other rules governing special meetings shall be observed, with the exception of the 24-hour notice requirement. 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 the meeting shall be posted for at least ten days in a public place as soon after the meeting as possible. (Government Code 54956.5)

MEETINGS AND NOTICES (continued)

Adjourned Meetings

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

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

Annual Organizational Meeting

The Board of Education shall hold an annual organizational meeting. The organizational meeting shall be held within the time limits prescribed by Education Code 35143.

At this meeting the Board of Education shall:

1. Elect a clerk, vice president and a president from its members and appoint a secretary to the Board of Education.
2. Authorize signatures.
3. Develop a schedule of regular meetings for the year.
4. Develop a calendar of topics for the year (such as the evaluation of the Superintendent, budget meetings and goal setting). (See E 9320)  
(cf. 9120 - Officers and Auxiliary Personnel)
5. Designate representatives to appropriate organizations and agencies.

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
- 54956 Special meetings; call; notice
- 54956.5 Special meeting in emergency situation

By law adopted  
by the Board: 05/09/94

EAST WHITTIER CITY SCHOOL DISTRICT  
Whittier, California

GOVERNMENT CODE 54954 PROVISIONS  
REGARDING MEETINGS OUTSIDE OF DISTRICT BOUNDARIES

Board meetings may be held outside of District boundaries only under one or more of the following circumstances:

1. When necessary to comply with state or federal law or court order.
2. To inspect real or personal property which cannot conveniently be brought into the District.
3. To participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agency's boundaries, with all participating agencies giving the notice required by law.
4. To meet in the closest meeting facility if the District has no meeting facility within its boundaries or if its principal office is located outside of the District.
5. To meet with state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the District over which the state or federal officials have jurisdiction.
6. To meet in or near a facility owned by the District but located outside of the District, provided the meeting is limited to items directly related to that facility.
7. To visit the office of the District's attorney for a closed session on pending litigation, when doing so would reduce legal fees or costs.
8. To attend conferences on nonadversarial collective bargaining techniques.
9. To interview residents of another district regarding the Board's potential employment of that district's superintendent.
10. To interview a potential employee from another district. (Government Code 54954)