

REGULAR MEETINGS OF THE BOARD

BP No. 2310

Board Adopted: 3/13/02; 2/20/08; 2/20/08; 3/12/14; 6/14/17

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- I. Regular meetings of the Board of Trustees shall be held once a month on the second Wednesday of each calendar month beginning at 6:00 p.m., unless specifically changed or otherwise authorized by the Board. Regular meetings shall normally be held at Rio Hondo College, 3600 Workman Mill Road, in the Board Room, unless otherwise noticed.
- II. 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.
- III. The Brown Act allows Board members to use any type of teleconferencing in connection with any meeting. "Teleconference" is defined as "a meeting of a(n) individual(s) in different locations, connected by electronic means, through either audio or video, or both." In addition to the specific requirements relating to teleconferencing, the meeting must comply with all provisions of the law otherwise applicable. Section 54953(b) contains the following specific requirements:
 - A. Teleconferencing may be used for all purposes during any meeting.
 - B. At least a quorum of the Board Members must participate from teleconferencing locations within the District's jurisdiction.
 - C. Each teleconference location must be identified in the notice and agenda of the meeting.
 - D. Agendas must be posted at each teleconference location.
 - E. Each location must be accessible to the public.
 - F. The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.
- IV. The Board shall give mailed notice of every regular meeting to any person who has filed a written request for that notice. Notice of a special meeting called less than 48 hours prior to the date set for the meeting shall be given in a manner deemed practical by the Board.
- V. 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.
- VI. 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.
- VII. When questions of parliamentary procedure arise regarding the conduct of a Board meeting, Robert's Rule of Order shall serve as a guide.
- VIII. A regular or special meeting can be adjourned to continue the meeting to a time and place certain. If a meeting is adjourned for less than five calendar days, no new agenda is required to be posted as long as no new items are introduced on the agenda. Written notice of the adjourned meeting must be conspicuously posted on

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or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.

IX. Sources/References:

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