

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: SPECIAL AND EMERGENCY MEETINGS	Number: BP 1.07
Legal Authority: Education Code, sections 70902 and 72129; Government Code, sections 54956, 54956.5, and 54957.	

I. Special Meetings. Special meetings may be called by the presiding officer of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least twenty-four (24) hours before the time of the meeting in the manner used for regular meetings. Written notice shall also be delivered personally or by other means to each Board member, unless notice is waived, and to appropriate media so that the notice is received at least twenty-four (24) hours before the time of the meeting.

Each special meeting notice shall indicate the location and time.

No business other than that included in the notice may be transacted or discussed.

II. Emergency Meetings. Emergency meetings may be called by the President of the Board when prompt action is needed to address emergency situations. Emergency situations include both work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both and dire emergencies defined as a crippling disaster, mass destruction, terrorist acts, or threatened terrorist activity that poses immediate and significant peril requiring prompt action. Notice shall be given one hour prior to the emergency meeting in the manner described by law or after the meeting as allowed by law.

A closed session may be held during an emergency meeting to consult with law enforcement or security officials if agreed to by a two-thirds vote of the Board, or if two-thirds of the Board's membership is not present, by a unanimous vote of the members present. Information verifying the meeting shall be posted as soon as possible after the meeting in accordance with the Brown Act and the District Sunshine Policy.

The minutes of an emergency meeting and other required information shall be posted at the District's official posting sites for a minimum of ten (10) days as soon after the emergency meeting as possible.

Approved by District Board of Trustees on 8/27/09. Revised on 10/25/12