

**CHAPTER 1: Board of Trustees**  
**ADMINISTRATIVE PROCEDURE NO. 1.40.1 (AP 2320)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** 1.40.1 Meetings of the Board: Special and Emergency Meetings

**Revision Date:** 10/12

**References:** Education Code Section 72129; Government Code Sections 54956 and 54956.5

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1. Whenever an emergency meeting of the Board of Trustees is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.
2. During an emergency meeting, the Board of Trustees may meet in closed session pursuant to Government Code Section 54956.5 if agreed to by a two-thirds vote of the members of the Board present or, if less than two-thirds of the members are present, by a unanimous vote of the members present.
3. All special meeting requirements, as prescribed in Government Code Section 54956, shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.
4. The minutes of an emergency meeting; a list of persons who the President of the Board, or designee of the Board, notified or attempted to notify; a copy of the roll call vote; and any actions taken at the meeting shall be posted for a minimum of ten days in a public place as soon after the meeting as possible.