

Bylaw 9320: Meetings And Notices

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. ~~In accordance with state open meeting laws (Brown Act), the Governing Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, board meetings shall provide opportunities for comments by members of the public. All meetings shall be conducted in accordance with law and the Governing Board's bylaws, policies, and administrative regulations.~~ The Governing Board may meet in open session or closed session, as necessary, in accordance with applicable open meeting laws (Brown Act), and Board Bylaw 9320.1 - Remote Meetings and Attendance, Board Bylaw 9321 - Closed Session, Board Bylaw 9322 - Agenda/Meeting Materials, and Board Bylaw 9323 - Meeting Conduct.

A ~~board~~Board meeting exists whenever a majority of Governing Board members ~~gather~~gathers at the same time and location, including ~~teleconference location as permitted by Government Code 54953~~remotely or electronically, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Governing Board. (Government Code 54952.2)

~~A majority of the Governing Board shall not, outside of an authorized meeting, in accordance with Board Bylaw 9012 - Board Member Electronic Communications, a majority of the Board shall not use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications or technology, including official or personal social media accounts, to discuss, deliberate, or take action on any item~~matter that is within the subject matter jurisdiction of the Governing Board. (Government Code 54952.2)

However, ~~an employee or district official~~the Superintendent or designee may engage in separate conversations or communications with Governing Board members in order to answer questions or provide information regarding ~~an item~~any matter within the subject matter jurisdiction of the Governing Board, as long as that employee or district official does not communicate the comments or position of any Governing Board members to other Governing Board members. (Government Code 54952.2) ¶

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~~In order to help ensure participation in the meeting by individuals with disabilities, the Superintendent or designee shall provide appropriate disability-related accommodations~~

~~or modifications upon request in accordance with the Americans with Disabilities Act. Any doubt about a request for accommodation shall be resolved in favor of accessibility. (Government Code 54953, 54953.2, 54954.1, 54954.2) ¶~~

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~~Notice of the procedure for receiving and resolving requests for accommodation described above shall be given in each instance in which notice of the time of a meeting is otherwise given or the agenda for the meeting is otherwise posted. (Government Code 54953) ¶~~

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~~Regular Meetings~~

Regular Meetings

Unless otherwise determined by the Governing Board, the Governing Board shall hold two regular meetings each month from August through June. Typically, regular meetings are held at 7:00 p.m. on the second and fourth Wednesdays of the month at the Redwood City School District Office, 750 Bradford Street, Redwood City, CA 94063 or at a school site. Holidays and scheduling conflicts may require the Governing Board to adjust this schedule.

~~Unless otherwise determined by the Governing Board, the Board shall hold two regular Board meeting(s) each month starting at 7:00 p.m. on the second and fourth Wednesday of the month at the Redwood City School District Office at 750 Bradford Street, Redwood City, CA 94063.~~

At least 72 hours prior to a regular Governing Board meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and, on the district's web site. (Government Code 54954.2) ¶

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~~Whenever~~ website, and at any location required by Board Bylaw 9320.1 - Remote Meetings and Attendance. (Government Code 54954.2)

Consistent with Board Bylaw 9322 - Agenda/Meeting Materials, whenever agenda materials relating to an open session of a regular Board meeting are distributed to the Governing Board less than 72 hours before the meeting, the Superintendent or designee shall ~~1make~~ make the materials available for public inspection at a public office or location designated for that purpose ~~or on the district web site, consistent with Government Code 54957.5.~~ The records shall be posted on the district website at the time the materials are

distributed to all or a majority of the ~~Governing Board.~~ Board if distributed outside of business hours. (Government Code 54957.5)

Special Meetings

Special meetings of the **Governing** Board may be called at any time by the presiding officer or a majority of the **Governing** Board members. ~~However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, Assistant Superintendent, or other management employees as described in Government Code 3511.1. on any topic within the subject matter jurisdiction of the Board unless otherwise prohibited by law or as specified in BB 9323.2 - Actions by the Board.~~ (Government Code 54956)

~~Written~~ At least 24 hours before the noticed start time, written notice of a special ~~meetings~~ Board meeting shall be delivered: (Government Code 54953.8, 54953.8.3, 54956)

1. ~~Delivered~~ personally or by any other means to all **Governing** Board members and the local media who have requested such notice in writing. ~~The notice also shall be posted on the district's web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public.~~
2. ~~Posted on the district's website and in a location freely accessible to the public.~~
3. ~~Posted in any location required by Board Bylaw 9320.1 - Remote Meetings and Attendance~~

The notice shall specify the time and ~~place~~ location of the **special Board** meeting and the business to be transacted or discussed. No other business shall be considered ~~at this meeting.~~ (Education Code 35144; Government Code 54956)

Any **Governing** Board member may waive the 24-hour written notice requirement prior to the time of the **special Board** meeting by filing a written waiver of notice with the clerk or secretary of the **Governing** Board or by being present at the meeting at the time it convenes. (Education Code 35144; Government Code 54956) ¶

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~~Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Governing Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)~~

Emergency Meetings

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the **Governing** Board may hold an emergency ~~meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Governing Board shall comply with all other requirements for special meetings during an emergency meeting. Board meeting as long as it complies with all requirements of a special Board meeting, except the 24-hour notice and/or 24-hour posting requirements.~~ (Government Code 54956.5)

~~An emergency situation means either of the following: Government Code 54956.5) ¶~~

- ~~1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Governing Board~~

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~~A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Governing Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Governing Board.~~ The Governing Board may meet in closed session during an emergency Board meeting so long as two-thirds of the members present at the meeting agree or, if less than two-thirds of the members are present, by unanimous vote of the members present. (Government Code 54956.5)

Except in the case of a dire emergency, the **Governing** Board president or designee shall give notice of the emergency **Board** meeting by telephone or email at least one hour before the meeting to the local media that have requested notice of special **Board** meetings. ~~All telephone numbers~~ As applicable, all telephone numbers or email addresses provided by the media in the most recent request for notification shall be exhausted. If telephone or internet services are not functioning, the notice requirement of one hour is waived and, as soon after the **emergency Board** meeting as possible, the **Governing** Board shall notify those media representatives of the meeting and shall describe the purpose of

the meeting and any action taken by the **Governing** Board. In the case of a dire emergency, the **Governing** Board president or designee shall give such notice at or near the time he/she notifies notification as is given to the other members of the **Governing Board** about the meeting. **Board**. (Government Code 54956.5)

The minutes of the **emergency Board** meeting, a list of persons the **Governing** Board 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 10 days in a public place as soon as possible after the meeting as possible. (Government Code 54956.5)

An *emergency* means a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the **Board**. (Government Code 54956.5)

Adjourned/Continued Meetings

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A ~~majority vote by the **Governing**~~ *A dire emergency* means a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the **Board** to provide one-hour notice before holding an emergency **Board** meeting may endanger the public health and/or safety as determined by a majority of the members of the **Board**. (Government Code 54956.5)

Adjourned/Continued Meetings

The **Board** may adjourn/continue any regular or special **Board** meeting to a later time and place location that shall be specified in the order of adjournment. Less than a quorum of the **Governing** **Board** may adjourn/continue such a meeting. If no **Governing** **Board** members are present, the secretary or the clerk may declare the **Board** meeting adjourned/continued to a later time and place location and shall give notice in the same manner required for special **Board** meetings. (Government Code 54955)

Within 24 hours after the time of adjournment/continuance, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place location where the **Board** meeting was held. (Government Code 54955)

Study Sessions, Offsite Meetings Retreats, Public Forums, and Discussion Meetings

The **Governing** Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public. ¶

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~~The Governing~~ Additionally, the **Governing** Board may also convene an offsite meeting retreat or discussion meeting to discuss Governing Board roles and relationships. ¶

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~~Public notice following the procedures of the regular meetings shall be given in accordance with law when a quorum of the Governing Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings. Any such Board meeting, regardless of title or topic, shall be held as a regular or special Board meeting, as appropriate, and shall comply with all other requirements for regular or special Board meetings. (Government Code 54956)~~

Other Gatherings

Attendance by a majority of **Governing** Board members at any of the following events is not subject to the Brown Act provided that a majority of the **Governing** Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of ~~3~~ issues of general interest to the public or to ~~Governing Board~~ school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency ~~5.~~
5. A purely social or ceremonial occasion

6. An open and noticed meeting of a standing committee of the ~~Governing Board~~ **Board established pursuant to Board Bylaw 9130 - Board Committees**, provided that the **Governing** Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a **Governing** Board member and any other person ~~that are not subject to the Brown Act.~~ **part of a series of communications prohibited by the Brown Act are permitted.** (Government Code 54952.2)

Location of Meetings

~~Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961) ¶~~

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~~Meetings~~ **Unless the **Governing** Board is holding a remote Board meeting during a proclaimed state of emergency or local emergency in accordance with Board Bylaw 9320.1 - Remote Meetings and Attendance, all Board meetings shall be held within district boundaries, except to do any of the following:** (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district

5. Meet with elected or appointed 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. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel ~~for a~~ **to meet in** closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on ~~non-adversarial~~ **nonadversarial** collective bargaining techniques
9. Interview residents of another district regarding the **Governing** Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

~~Meetings exempted from the boundary requirements, as specified in Items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Governing Board attends the meeting.~~ ¶

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~~If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Governing Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)~~ ¶

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~~Traditional Teleconferencing~~ ¶

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~~A teleconference is a meeting of the Governing Board in which Governing Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)~~ ¶

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~~All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Governing Board. (Government Code 54953)~~ ¶

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~~The Governing Board may use teleconferences for all purposes in connection with any meeting within the Governing Board's subject matter jurisdiction. ¶~~

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~~All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953) ¶~~

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~~During the teleconference, at least a quorum of the members of the Governing Board shall participate from locations within district boundaries. (Government Code 54953) ¶~~

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~~Unless a Governing Board member participates by teleconference pursuant to the provisions described in the sections "Teleconferencing During a Personal Emergency," "Teleconferencing For 'Just Cause'" or "Teleconferencing During a Proclaimed State of Emergency" below, agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. ¶~~

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~~All teleconference locations shall be accessible to the public and the public shall have the right to address the Governing Board directly at each teleconference location. Additional teleconference locations may be provided to the public. (Government Code 54953) ¶~~

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~~Teleconferencing During a Personal Emergency ¶~~

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~~Until January 1, 2026, with approval from the majority of the Governing Board, a Governing Board member may be permitted to participate in a meeting remotely when a physical or family medical emergency prevents the Governing Board member from attending in person. The Governing Board member requesting to appear remotely shall notify the Governing Board of the emergency situation as soon as possible, and provide a concise general description of the circumstances relating to the Governing Board member's need to appear remotely. The Governing Board member shall not be required to disclose any disability, medical diagnosis, or personal medical information exempt under existing law. (Government Code 54953) ¶~~

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~~A Governing Board member may not appear remotely under emergency circumstances for more than 20 percent of the Governing Board's regular meetings or for more than three consecutive months. If the Governing Board meets less than 10 times in a calendar year, a Governing Board member may not appear remotely under emergency circumstances for more than two meetings. (Government Code 54953) ¶~~

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~~When a Governing Board member is approved to participate remotely due to emergency circumstances, the Governing Board member is not required to participate from a location which is accessible to the public and the location does not need to be identified on the agenda. (Government Code 54953) ¶~~

~~¶~~

~~If permitted to participate remotely, the Governing Board member shall utilize both audio and visual technology and publicly disclose, before any action is taken, whether any other individuals 18 years or older are present in the remote location with the Governing Board member, and the general nature of the member's relationship with such individuals. (Government Code 54953) ¶~~

~~¶~~

~~The district shall also provide public access to the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with public comment being allowed via the remote platform as well as in person and the public shall be able to offer comments in real time. The agenda shall include information describing how members of the public can access the platform. (Government Code 54953) ¶~~

~~¶~~

~~If a disruption prevents broadcasting the meeting to members of the public using the call-in option or internet-based service option, or a disruption that is within the Governing Board's control prevents members of the public from offering public comments using the call-in option or internet-based service option, the Governing Board shall not take action on agenda items until public access to the meeting is restored. (Government Code 54953) ¶~~

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~~Teleconferencing for "Just Cause" ¶~~

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~~A Governing Board member may be permitted to appear remotely, pursuant to the provisions below, for just cause for no more than two meetings per calendar year. A Governing Board member appearing for just cause shall notify the Governing Board at the earliest possible opportunity of the need to participate in the meeting remotely, including at the start of a regular meeting. (Government Code 54953) ¶~~

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~~Just Cause may exist for any of the following: (Government Code 54953) ¶~~

- ~~1. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a Governing Board member to participate remotely ¶~~

~~¶~~

- ~~2. A contagious illness prevents a Governing Board member from attending in person~~
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~~¶~~
- ~~3. A Governing Board member has a need related to a physical or mental disability not otherwise reasonably accommodated~~
~~¶~~
- ~~4. A Governing Board member is traveling while on official business of the Governing Board or another state or local agency~~
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~~When a Governing Board member participates remotely for just cause, the Governing Board member is not required to participate from a location which is accessible to the public and the location does not need to be identified on the agenda. (Government Code 54953)~~
~~¶~~

~~If the Governing Board member participates remotely, the Governing Board member shall utilize both audio and visual technology and publicly disclose, before any action is taken, whether any other individuals 18 years or older are present in the remote location with the Governing Board member, and the general nature of the member's relationship with such individuals. (Government Code 54953)~~
~~¶~~

~~The district shall also provide public access to the meeting via a two way audiovisual platform or a two way audio service and a live webcast, with public comment being allowed via the remote platform as well as in person and the public shall be able to offer comments in real time. The agenda shall include information describing how members of the public can access the platform. (Government Code 54953)~~
~~¶~~

~~If a disruption prevents broadcasting the meeting to members of the public using the call-in option or internet based service option, or a disruption that is within the Governing Board's control prevents members of the public from offering public comments using the call-in option or internet based service option, the Governing Board shall not take action on agenda items until public access to the meeting is restored. (Government Code 54953)~~
~~¶~~

~~Teleconferencing During a Proclaimed State of Emergency~~ ~~¶~~

~~Until January 1, 2024, the Governing Board may conduct Governing Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each~~

~~teleconference location, providing an opportunity for members of the public to address the Governing Board directly at each teleconference location, and ensuring that at least a quorum of the Governing Board participate from locations within district boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953) ¶~~

- ~~1. State or local officials have imposed or recommended measures to promote social distancing ¶~~

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- ~~2. For the purpose of determining, by majority vote, whether as the result of the emergency meeting in person would present imminent risks to the health or safety of attendees ¶~~

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- ~~3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees ¶~~

~~To conduct a teleconference meeting for these purposes the following requirements shall be satisfied: (Government Code 54953) ¶~~

~~¶~~

- ~~1. The notice and agenda shall be given and posted as otherwise required by the Brown Act ¶~~
- ~~2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call in or internet-based service option ¶~~
- ~~3. Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third party and not under the control of the Governing Board. ¶~~
- ~~4. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Governing Board directly pursuant to Government Code 54954.3 ¶~~
- ~~5. Members of the public shall not be required to submit public comments in advance of a Governing Board meeting and shall be provided an opportunity to address the Governing Board and offer comments in real time ¶~~
- ~~6. Public comment periods shall not be closed until the timed public comment period, if such is offered by the Governing Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed ¶~~

7. If during a board meeting a disruption occurs which prevents the district from broadcasting the meeting to members of the public using the call in option or internet-based service option, or in the event of a disruption within the district's control that prevents members of the public from offering public comments, the Governing Board shall take no further action on any agenda item until public access via the call in or internet-based service option to the meeting is restored.¶

The district may, in its discretion, provide a physical location from which the public may attend or comment. (Government Code 54953) ¶

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The Governing Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953) ¶

1. The state of emergency continues to directly impact the ability of the Governing Board to meet safely in person. ¶

State or local officials continue to impose or recommend measures to promote social distancing. All **Governing** Board meetings, regardless of location, shall comply with the applicable notice and open meeting requirements. Additionally, no such meeting may be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, which is inaccessible to individuals with disabilities, or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

If a fire, flood, earthquake, or other emergency renders the posted regular or special **Governing** Board meeting location unsafe and the deadline for posting the location has passed, the meeting shall be held at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of meetings pursuant to Government Code 54956 by the most rapid available means of communication. (Government Code 54954)