

**Regular Meetings:** The board agendas are posted a minimum of 72 hours prior to the meeting.

**Special Meetings:** Agendas for Special Meetings are posted 24 hours prior to the meeting. While there is limited authority for a board to act on non-agendized business at regular meetings, **no business which is not specifically included in the agenda may be considered or acted upon in special meetings.**

**Emergency Meetings:** In emergency situations entailing threatened or actual disruption of public facilities, the board may hold an emergency meeting without compliance with the special meeting 24-hour notice requirement or the 24-hour posting requirement. Emergency situations are defined in Government Code 54956.5 as follows:

- An emergency such as a work stoppage, crippling activity or other activity that severely impairs public health or safety or both, as determined by a majority of members of the board; or
- A dire emergency such as 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 the meeting may endanger the public health or safety, or both, as determined by a majority of the members of the board.

**Separate Cover Items:** On occasion, items will be provided to the Board of Trustees under separate cover and are available to the public upon request. Generally, this is due to the size of the item, and to reduce the overall size of the complete agenda. It is the intent of the Board of Trustees and administration to post these items to the website when they are made available to the webmaster. However, there are times that items are provided to the Board of Trustees under separate cover and are NOT available to the public due to reasons of confidentiality. In these cases, the public is not entitled to receive copies of these documents. To receive a copy of any separate cover item available to the public, please contact the Administrative Assistant to the Superintendent at (951) 845-1631, ext. 5324. You will be directed to the appropriate department for assistance.