

<h1>POLICY MANUAL</h1>	Date Adopted: March 14, 1983
Classification: BOARD OF DIRECTORS	Date Last Amended: 08/28/2024; 04/08/2026
Subject: Meetings: Special	Approved By: <i>Peter Sanchez</i>

**I. Special Meetings:**

(a) A special meeting may be called pursuant to the procedures set forth in the District By-Laws and in compliance with the Ralph M. Brown Act. The notice of the special meeting shall specify the time and place of the meeting and the business to be transacted. No items may be added to the agenda at a special meeting.

(b) Notice of a special meeting must be posted on the District website and delivered personally, by electronic mail, or by U.S. Post Office mail at least twenty-four hours before the time of the special meeting to all members of the Board of Directors and any party who requested in writing to receive notification of District meetings.

**II. Emergency Meetings:**

(a) In an emergency, defined by the Ralph M. Brown Act, and declared by a majority of the members of the Board of Directors, a special emergency meeting may be called by giving a minimum notice of three hours to news media who requested notice of special meetings. News media must be notified by telephone or email and all telephone numbers or emails provided must be tried. If telephone and internet services are not working, the notice requirements are deemed waived. In such emergency, a special meeting may be held pursuant to a waiver of notice signed by all members of the Board and filed with the minutes of the meeting. In the event of any such emergency meeting or exercise of the waiver of notice, the Board of Directors shall set forth as a part of the public record a general statement of facts which constituted the emergency.