

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

1. 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. The special meeting may not add items to the posted agenda.
  
2. Notice of a special meeting must be 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 to each local newspaper, radio, television station or other agencies, organizations and individuals requesting such notice.
  
3. In an emergency, as declared by the Chair or the General Manager, a special meeting may be called by giving a minimum notice of three hours. 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.