



## BOARD PROCEDURE

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**TITLE: Special and Emergency Meetings**

**BOARD PROCEDURE # 2320** *(was 103.03, .04)*

**RELATED TO POLICY # 2320 SPECIAL MEETINGS**

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### **Special Meetings**

Whenever a special meeting of the Board of Education is called, the President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public and in a manner that provides notice to the members of the Board of Education, the news media which have requested notice, and the general public.

### **Emergency Meetings**

Whenever an emergency meeting of the Board of Education is called, the President or Board Chair shall notify each member of the Board of Education. The notice must be given in advance as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.

### **References:**

ORS 192.640, ORS 341.283(2)

### **RESPONSIBILITY:**

The Board Chair is responsible for implementing and updating this procedure.

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### **NEXT REVIEW DATE:**

**DATE OF ADOPTION: 3/11/2020**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW: 5/11/2022**