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**Board Policy**  
Chapter 2 – Board of Trustees

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**BP 2310      REGULAR MEETINGS OF THE BOARD**

Regular meetings of the Board of Trustees shall be held on the first Tuesday of the month. Regular meetings of the Board shall normally be held at 1900 Pico Boulevard, Santa Monica, California.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten days prior to the meeting and shall remain posted until the day and time of the meeting.

Regular meetings of the Board of Trustees shall be held in accordance with the adopted annual schedule of meetings unless changed by the Board in a subsequent regular meeting.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney’s office is outside the District.

All regular meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

All actions authorized or required by law of the Board of Trustees shall be taken at the meetings. An agenda shall be distributed according to BP 2340 Agendas. Closed sessions are restricted from public attendance (See BP 2315 Closed Sessions).

**Adjourned Meetings**

The Board of Trustees may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. The adjourned meeting is a regular meeting for all purposes. A meeting without a quorum (four members) may adjourn. If all members are absent from any regular or adjourned meeting, the Secretary of the Board may declare the meeting adjourned to a stated place and time.

**Parliamentary Procedure**

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the procedures of all meetings of the Board of Trustees unless otherwise stated in these policies.

Also see BP/AR 2320 Special and Emergency Meetings as well as BP/AR 2340 Agendas

**References:**

Education Code Section 72000(d);

Government Code Sections 54952.2, 54953 et seq., and 54961

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Adopted: May 1, 2000 (for BPs 1510, 1511, 1513, and 1530)

Revised: December 1, 2003 (for BP 1510); December 2005 (for BP 1511); October 7, 2008 (for BP 1511)

Revised: June 6, 2017

*(Replaces former SMC BP 1510, BP 1511, BP 1513, and BP 1530)*