

**MEETINGS AND NOTICES**

Meetings of the County Board are conducted for the purpose of accomplishing County Office of Education business and in accordance with the requirements of the state's open meeting laws. (See Ralph M. Brown Act, Government Code section 54950, *et seq.*)

**I. Regular Meetings**

- A. Time of Meetings: Regular meetings, unless otherwise specified at the annual organizational meeting in December, shall be held at 6:00 PM on the second Wednesday of each month. (Education Code [E.C.] § 1011)
- B. Place of Meetings: Meetings, unless otherwise specified, shall be held in the boardroom of the Solano County Office of Education, 5100 Business Center Drive, Fairfield.
- C. Quorum: A majority of the members shall constitute a quorum for the transaction of business. (E.C. § 1013)
  - 1. The Board may act upon the concurrence of a majority of a quorum except for issuance or renewal of teachers' certificates or the adoption of books or apparatus which requires an affirmative vote of at least a majority of the members of the Board. (E.C. § 1014)

**II. Special Meetings**

- A. Time of Meetings: Special meetings shall be held at the call of the president or upon the request of any three members. (E.C. § 1012)
- B. Place of Meetings: Meetings, unless otherwise specified, shall be held in the boardroom of the Solano County Office of Education, 5100 Business Center Drive, Fairfield.
- C. Quorum: A majority of the members shall constitute a quorum for the transaction of business. (E.C. § 1013)
  - 1. The Board may act upon the concurrence of a majority of a quorum except for issuance or renewal of teachers' certificates or the adoption of books or apparatus which requires an affirmative vote of at least a majority of the members of the Board. (E.C. § 1014)
- D. Business to be Transacted: At special meetings, no business shall be transacted other than such as may be specified in the call of the president, except that certificates to teach, upon credentials, may be granted, and unexpired certificates to teach may be renewed at any meeting of the Board. (E.C. § 1016)

**III. Annual Organization**

- A. At its first meeting on or after the second Friday in December each year, the County Board of Education shall organize by electing a president and a vice president. The County Superintendent of Schools is the ex officio secretary and executive officer of the Board. (E.C. §§ 1009, 1010)
- B. The retiring president of the Board, if still a member, shall call the meeting to order and conduct the election for president. If s/he is not a member, the secretary or his/her designee shall preside. In case neither the retiring president nor the secretary is present, the members of the Board shall select a temporary chairperson to conduct the election of the president.
- C. At the annual organizational meeting, the Board shall determine the scheduled times and dates of its regular meetings for the next calendar year.
- D. The Board may also choose its representative to the Solano County School Boards Association (SCSBA).