

**ADMINISTRATIVE PROCEDURE 2310 BOARD MEETING SCHEDULE**

**A. Normal Regular and Closed Session Meeting Schedule**

Regular meetings of the Board are normally scheduled on the second and fourth Tuesday of the month excepting holiday periods. Regular meetings of the board will begin at 5:00 P.M., but will immediately recess to a Closed Session of the Board. The regular meeting will reopen at 7:00 P.M.

**B. Procedure to Establish Schedule**

The Chancellor, at the first meeting in September each year, will present to the board a calendar of all regular and tentative closed session meetings to take place in the following calendar year. The calendar presented will include specific locations if other than the District Board Room. Each of the colleges will be scheduled as the location for at least one meeting each calendar year.

**C. Notification**

The calendar of board meetings will be notified to the public on the district web site on the Board of Trustees page.

Approved by the Chancellor: September 29, 2011