

## Board Bylaws

BB 9323.2(a)

### ACTIONS BY THE BOARD

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

*(cf. 9012 - Board Member Electronic Communications)*

*(cf. 9200 - Limits of Board Member Authority)*

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

*(cf. 9324 - Minutes and Recordings)*

### Action on Non-Agenda Items

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agenda/Meeting Materials)*

BB 9323.2(b)

## ACTIONS BY THE BOARD (continued)

### Challenging Board Actions

The district attorney's office or any interested person may file an action in court ~~to~~ for the purpose of: (Government Code 54960, 54960.2)

1. Stopping or preventing the Board's violation or ~~threats of threatened~~ violations of the Brown Act;
2. ~~to determine~~ Determining the applicability of the Brown Act to ongoing or future threatened Board actions;
3. ~~In addition, the district attorney's office or any interested party may file an action in court to determine~~ Determining the applicability of the Brown Act to ~~any a~~ past Board action of the Board that is not specified in Government Code 54960.1, ~~under the following conditions~~ provided that:
  - a. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.
  - b. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.
  - c. The action is brought within the time required by Government Code 54960.2.
4. ~~to determine~~ Determining the validity, under ~~California state~~ or federal law, of any Board rule or action ~~to which~~ penalizes any of its members or otherwise discourages their ~~member's~~ expression; ~~or~~
5. ~~to compel~~ Compelling the Board to audio record its closed sessions because of a court's finding of the Board's ~~its~~ violation of any applicable Government Code provision: ~~(Government Code 54960)~~

The district attorney or any interested person may ~~present a demand that the Board cure and correct a Board action which he/she alleges is~~ file an action in court to nullify a Board action which is alleged to be in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)
2. Agenda posting (Government Code 54954.2)

BB 9323.2(c)

**ACTIONS BY THE BOARD** (continued)

3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

Prior to bringing any action to nullify a Board action, the district attorney or other interested person shall present a ~~Any~~ demand to "cure and correct" ~~an~~ the alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day ~~review~~ period, its inaction shall be considered a decision not to cure or correct the ~~challenged~~ action.

~~In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)~~

- ~~1. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.~~
- ~~2. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.~~

*Legal Reference:*

EDUCATION CODE

15266 School construction bonds

17466 Declaration of intent to sell or lease real property

*Legal Reference: (see next page)*

## ACTIONS BY THE BOARD (continued)

Legal Reference: (continued)

17481 Lease of property with residence for nondistrict purposes  
17510-~~17511~~17512 Leasing for production of gas, ~~r~~Resolution requiring unanimous vote ~~of all members~~  
~~constituting board~~  
17546 Private sale of personal property  
17556-17561 Dedication of real property  
35140-35149 Meetings  
35160-35178.4 Powers and duties  
48660-48661 Community day schools, establishment and restrictions  
CODE OF CIVIL PROCEDURE  
425.16 Special motion to strike in connection with a public issue  
1245.240 Eminent domain vote requirements  
1245.245 Eminent domain, resolution adopting different use  
GOVERNMENT CODE  
53090-53097.5 Regulation of local agencies by counties and cities  
53724 Parcel tax resolution requirements  
53790-53792 Exceeding the budget  
53820-53833 Temporary borrowing  
53850-53858 Temporary borrowing  
54950-54963 The Ralph M. Brown Act, especially:  
54952.6 Action taken, definition  
54953 Meetings to be open and public; attendance; *prohibition against* secret ballots  
54960-54960.5 Actions to prevent violations  
65352.2 Coordination with planning agency  
PUBLIC CONTRACT CODE  
3400 Bid specifications  
20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder  
20113 Emergencies, award of contracts without bids  
20114 Repairs, maintenance, and improvements to district facilities by day labor or force account  
22034 Uniform Public Construction Cost Accounting Act informal bidding ordinance  
22035 Repair or replacement of facilities in case of emergency  
22050 Emergency contracting procedures  
COURT DECISIONS  
Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112  
Cal.App.4th 1313  
McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310  
Bell v. Vista Unified School District (2002) 82 Cal.App.4th 672  
Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109

Management Resources:

### CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2014

### ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

### LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010 ~~2007~~

### WEB SITES

CSBA: <http://www.csba.org>

~~California Attorney General's Office: <http://www.oag.ca.gov>~~

Institute ~~of~~ for Local Government: <http://www.ca-ilg.org>

Office of the Attorney General: <http://www.oag.ca.gov>

BB 9323.2(e)

**ACTIONS BY THE BOARD** (continued)

Bylaw  
Adopted: December 11, 2014  
Revised:

CSBA MAINTENANCE MANUAL UPDATES  
March 2019