**BEFORE THE GOVERNING BOARD OF THE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DISTRICT**

|  |  |
| --- | --- |
| In the Matter of the District’s *[Change in/Established of Additional]* Regular Board Meeting Date | RESOLUTION NO. \_\_\_\_\_\_\_  A Resolution by the Governing Board to *[Change the Date and/or Place of its* ***OR*** *Establish an Additional]* Regular Board Meeting for *[state month and year]* |

**RECITALS**

1. California Education Code section 35140 *[72000 for community college districts]* requires governing boards to fix the time and place of regular meetings by rule or regulation. The Ralph M. Brown Act, Government Code section 54954(a), requires governing boards to fix the time and place for regular meetings by ordinance, resolution or bylaws.

2. Initial dates for regular meetings of the Board of Trustees are set at the annual organizational meeting of the Board each December. From time to time, it becomes necessary or convenient for the Board to change the date of a regular Board meeting or schedule an additional regular Board meeting.

3. ***OPTION TO CHANGE ESTABLISHED DATE:*** The regular Board meeting for *[specify month and year]* was initially set for *[state initial date and location].* It has been proposed that the date and location for the *[month]* Board meeting be changed to *[state proposed new date and location].*

NOW, THEREFORE, BE IT RESOLVED as follows:

A. The above recitals are true and correct.

B. ***OPTION TO CHANGE ESTABLISHED DATE:*** The date and location for the *[specify month and year]* regular meeting of the Board of Trustees of the District is hereby changed from *[state initial date and location]* to *[state proposed new date and location]*.

***OPTION TO ESTABLISH NEW REGULAR MEETING:*** The Board hereby establishes an additional regular Board meeting to be held on *[state date and time]* at *[state location]*.

C. The *Superintendent/Chancellor* is authorized and directed to post a meeting agenda for the *[state proposed new date]* regular meeting at the usual locations and on the District website as required by law.

THE FOREGOING RESOLUTION was adopted upon motion by Trustee \_\_\_\_\_\_, seconded by Trustee \_\_\_\_\_\_\_\_, at a meeting held on \_\_\_\_\_\_, by the following vote or abstention of each Trustee present:

AYES:

NOES:

ABSENT:

DATED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President, Board of Trustees

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District

**CERTIFICATION**

I, *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*, Clerk to the Board of Trustees of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District, certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on \_\_\_\_\_\_\_\_\_\_\_\_.

DATED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk, Board of Trustees

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District