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**California State University Maritime Academy  
California Maritime Academy Foundation, Inc.**

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**VOLUME:** Policy

**NUMBER:** FD-01-003

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**TITLE:** Meeting Policy

**DIVISION:** CMA Foundation, University Advancement

**DEPARTMENT:** University Wide

- I. Purpose
  - A. The purpose of this policy is to establish guidelines for the California Maritime Academy Foundation (CMAF) meetings.
- II. Scope
  - A. This policy applies to all CMAF board and committee meetings
- III. Accountability
  - A. The Executive director of the CMAF is responsible for posting and maintaining the CMAF website meeting schedule.
- IV. Policy
  - A. All meetings will be held in accordance to the California EDUCATION CODE SECTION 89920-89928. The code is outlined as follows.

**HISTORY:** JUNE 12, 2013

**REVISION:**

## **EDUCATION CODE**

### **SECTION 89920-89928**

89920. Each governing board, or any subboard of the governing board, of an auxiliary organization shall conduct its business in public meetings. All governing board and subboard meetings shall be open and public, and all persons shall be permitted to attend any meeting of the governing board or subboard of an auxiliary organization, except as otherwise provided in this article.

89921. Each governing board and subboard shall annually establish, by resolution, bylaws, or whatever other rule is required for the conduct of business by that body, the time and locations for holding regular meetings. Each governing board and subboard shall, at least one week prior to the date set for the meeting, give written notice of every regular meeting, and any special meeting which is called, at least one week prior to the date set for the meeting, to any individual or medium that has filed a written request for notice. Any request for notice filed pursuant to this section shall be valid for one year from the date on which it is filed unless a renewal request is filed.

89922. A special meeting may be called at any time by the presiding officer of a governing board or subboard, or by a majority of the members of the governing board or subboard, by delivering personally or by mail written notice to each member of the board or subboard, and to any medium or other party to be directly affected by a meeting, or any other person who has requested notice in writing. The call and notice of a special meeting shall be delivered at least 24 hours prior to any meeting and shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at these meetings by the governing board or subboard. Written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the clerk or the secretary of the governing board or subboard a written waiver of notice. The waiver may be given by telegram. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

89923. Any governing board or subboard may hold closed sessions to consider matters relating to litigation, collective bargaining, or the appointment, employment, evaluation of performance, or dismissal of an employee, or to hear complaints or charges brought against an employee by another person or employee, unless the employee requests a public hearing. For the purposes of this section, "employee" does not include any person elected or appointed to an office. A board or subboard, upon a favorable majority vote of its members, may also hold a closed session to discuss investments where a public discussion could have a negative impact on the auxiliary organization's financial situation. In this case, a final decision shall only be made during public sessions. Executive session – okay if it involves any of the above. If none of the above, may not be closed.

89924. No governing board or subboard shall take action on any issue until that issue has been publicly posted for at least one week.

89925. Each auxiliary organization shall establish, by constitution, statute, bylaws, or resolution, provisions for elections of officers and board members. These provisions shall be designed to allow all those eligible to vote complete access to all information on issues and candidates. These provisions shall include, but not be limited to, provisions for sample ballots, numbers of days and hours for voting, polling locations, and notice of elections.

89926. Where the constitution or articles of incorporation of an associated students auxiliary organization provides for a judiciary or judicial council with powers separate from the governing board of the auxiliary organization, decisions rendered by the judiciary or judicial council shall be final.

89927. Each member of a governing board pursuant to this article who attends a meeting of the governing board where action is taken in violation of any provision of this article, with knowledge of the fact that the meeting is in violation of this article, is guilty of a misdemeanor.

89928. This article is not applicable to either of the following:

- (a) Any entity formed or operating pursuant to Section 89300.
- (b) The governing board of any statewide student organization that represents the students of the California State University.