

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
POLICY MANUAL**

<b>Title:</b> <b>CLOSED SESSIONS</b>	<b>Number:</b> <b>BP 1.06</b>
<b>Legal Authority:</b> <b>California Education Code Sections 70902, 72122, and 76232;</b> <b>California Government Code Sections 54956.5, 54956.8, 54956.9, 54957,</b> <b>and 54957.6</b>	<b>CCLC Number:</b> <b>BP 2315</b>

Closed sessions of the Board shall only be held as permitted by applicable legal provisions, including, but not limited to, the Brown Act and the California Education Code, and the District Sunshine Policy. The agenda for each regular or special meeting shall indicate if a closed session will be held and shall identify the topics to be discussed in closed session in the manner required by law. The Board shall ideally receive documents 72 hours in advance of the closed session, but not less than 24 hours in advance.

Closed sessions during emergency meetings are permitted as authorized by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any reportable actions taken in closed session that require such a public report and the vote of every member present. All matters discussed or disclosed during a closed session and all notes and minutes of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law. There shall not nor ever be video, audio and/or other real-time recording of closed session meetings except only by written minutes. The Board shall determine, in accordance with applicable law, who may be present during closed sessions.

Complaint procedures that provide for a hearing before the Board or that provide for closed session review shall be scheduled for a closed session of the Board. If the Board will hear charges or complaints against a specific employee, the employee about whom the charge or complaint pertains shall be given at least twenty-four (24) hours written notice of the closed session and shall be given the opportunity to request that the charge or complaint be heard in an open meeting of the Board. If the charges or complaints include confidential information or implicate the privacy rights of other individuals that would permit closed session consideration, such matters shall be addressed in closed session.