1. Any meeting held by a committee or council shall be **open to the public**.

2. Any member of the public shall be able to address the council or committee **during the meeting** on any item within the subject matter jurisdiction of the council or committee.

3. The council or committee may not take any action on any item of business **unless** a) the item appeared on the posted agenda, or b) the council or committee members present, by **unanimous vote**, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee **subsequent** to the posting of the agenda.

4. **Any materials provided to a council or committee shall be made available to any member of the public** who requests the materials pursuant to the California Public Records Act.

5. **Notice of the meeting** shall be posted at the school site or other appropriate place accessible to the public **at least 72 hours** prior to the meeting.

6. The **meeting notice shall specify the date, time, and location of the meeting and contain an agenda** describing each item of business to be discussed or acted upon.

7. **If a council or committee violates** the procedural meeting requirements of this section, upon the demand of any person, the council or committee shall **reconsider the items** at its next meeting, after allowing for public input on the item.

8. Questions or brief statements made at the meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, **need not be described** on an agenda as items of business.