



PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

Title: Special Meetings

Legal Authority: The Brown Act (Government Code Section 54956)
Education Code 72129

Bylaw No. 1215

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1. **Meeting Request**
Special meetings may be called at any time by the President of the Board or if the Board President is unavailable by the next available officer or by the Board Secretary upon written request of a majority of the members of the Board. A special meeting may also be called by a vote of the Board in any regular meeting.
2. **Written Notification**
Written notices to Board members (and to each local newspaper of general circulation, radio or television station requesting notice in writing) must be delivered at least 24 hours in advance of the meeting, personally, by mail, or by Facsimile (FAX) transmission. The time, place, and business to be transacted must be specified. An agenda for Special Meetings must also be posted at the college at least 24 hours prior to the meeting. A Board member may waive notice as to such a Board meeting, but such waiver must be in writing and filed with the Secretary to the Board. Such written notice shall not be required as to any member who is actually present at the meeting at the time it convenes.
3. **Restrictions**
No business shall be transacted or discussed at a special meeting other than that specified in the call. The agenda for a special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law (see Bylaw 1225).