



PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

Title: Minutes of Meetings

Bylaw No. 1320

Legal Authority: Education Code, Section 72121
Government Code 54957.9

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1. The approved minutes of the meetings of the Board of Trustees shall constitute public records and shall be available to the public. In accordance with *Robert's Rules of Order*, the minutes mainly record actions by the Board.
The minutes shall include:
 - a. Date, Place, Time, and type of meeting
 - b. Members present and absent listed by name, including time of arrival and departure
 - c. Date and place of next meeting
 - d. Time of adjournment
 - e. Approval, or amendment and approval, of minutes of the preceding meeting
 - f. A synopsis of the Board's deliberations and action, including the names of the members who make and those who second the motion, the vote on a motion, and a roll call record of the vote on a motion if not unanimous, and if desired by the Board.
 - g. The name, affiliation and topic addressed by a member of the public making remarks to the Board during a Public Comment segment of the agenda.

2. All copies of the minutes of the meetings of the Board of Trustees shall contain the following notice: To listen to the full deliberation of the Board, please go to the College website at www.pasadena.edu/board and click on "Audiocast of Meetings."

3. Audio-casts of meetings will be kept in a publicly accessible space for no less than five years.