



## PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

**Title: Powers and Duties of the Officers of the Board**

**Bylaw No. 1110**

**Legal Authority:** Education Code, Section 72000; Government Code Section 1780

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1. President of the Board is empowered by the Board to:
  - a. Preside at all meetings
  - b. Call special meetings as provided by law
  - c. Sign documents approved by the Board
  - d. Represent the Board in its relations with other boards of trustees or with other organizations
  - e. Appoint one of its members to serve as a representative to the Los Angeles County School Trustees Association and the County Committee on School District Organization
  - f. Appoint one or more Trustees to represent the Board on study, planning, or decision-making groups in the District. No more than three Trustees shall represent the Board on any one committee or group
  - g. Appoint standing or other committees of Board members. In all cases, appointments shall be subject to action by the Board, which by a vote of not less than four members may cancel any appointment and/or make changes in any and all appointments
  - h. Make motions, make seconds, and to vote on all issues and to participate in the discussions
  - i. Sign all contracts, agreements, deeds, leases, plans, and specifications for new building construction, remodeling, and rehabilitation, and all other legal documents except those specifically authorized by the Board to be signed by an officer, agent, or employee of the District
  
2. Vice President of the Board  
In case of the absence of the President, it shall be the duty of the Vice President to perform all the duties of the President. In the case of the resignation or disability of the President, the Vice President shall preside until a President has been elected and qualified.
  
3. Clerk of the Board  
The Clerk shall attest the signature of the President or other members of the Board on all contracts, agreements, deeds, leases, plans and specifications for any new building construction, remodeling, and rehabilitation, and on all other documents of the District where an attest is a legal requirement. He/she shall certify copies of records of the district as required.
  
4. Secretary to the Board  
The Superintendent/President, as Secretary to the Board, shall have the following duties:
  - a. Notify members of the Board of all regular, annual, special, and adjourned meetings.
  - b. Attend meetings of the Board.
  - c. Set the agenda for meetings of the Board in consultation with the Board President.
  - d. Provide for the recording of the minutes of the meetings of the Board and transmit copies of the minutes to each Board member.
  - e. Maintain files of all proceedings, records, and documents of the Board.
  - f. Conduct the official correspondence of the Board.
  - g. File and post copies of reports as required by law.
  - h. Sign and process official papers.
  - i. By means of appropriate news media, keep public informed of Board meetings and Board action.

5. Assistant Secretary  
The Vice President for Administrative Services, as Assistant Secretary to the Board, in absence of the Secretary, shall perform the functions required by law of the Secretary of the Board. The Assistant Secretary shall be charged particularly with the following specific responsibility: To act in behalf of the Secretary to the Board and perform duties and responsibilities delegated to him/her by the Secretary.