



## PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

**Title:** Annual Organizational Meeting  
**Legal Authority:** Education Code Section 72000

**Bylaw No. 1205**  
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1. The Board shall hold an annual organizational meeting at its first meeting in December of each year unless, consistent with Education Code requirements, it selects another date. As an exception to the foregoing, in those odd numbered years when the first Board meeting in December occurs prior to the first Friday in December, the organization meeting shall be held after the first Friday in December.
2. The Board shall notify the county superintendent of schools of the day and time of the organizational meeting.
3. The Secretary of the Board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time of the organization meeting.
4. At this Meeting the following actions shall be taken:
  - a. Administration of Oath of Office (when applicable)
  - b. Election of Officers: President, Vice President, Clerk, and Secretary
  - c. Set day and time of Regular Meetings
  - d. Appointment of representatives of Board to the Los Angeles County School Trustees Association, the County Committee on School District Organization, Community College League of California, and/or other representatives as may be appropriate.
  - e. Authorization of Signatures
5. If the Board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall designate the day and time of the annual meeting.