



PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

Title: Special Meetings

Bylaw No. 1215

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

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1. **Meeting Request**
Special meetings may be called at any time by the President of the Board and shall be called by the 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 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 at a special meeting other than that specified in the call.