



## 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

**Page 1 of 1**

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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 what is done by the Board, and not what is said by the Board members.
  
2. 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.
  
3. 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](http://www.pasadena.edu/board) and click on "Audiocast of Meetings"