

## BY-LAWS

### POLICY TYPE: GOVERNANCE PROCESS

#### ***POLICY TITLE: BY-LAWS OF COMMUNITY COLLEGE DISTRICT 19***

The Board of Trustees of Community College District 19, under the authority vested in said Board by the Laws of the State of Washington, hereby adopt the following By-Laws.

### Article V

#### PARLIAMENTARY PROCEDURES

- Section 1.** ***Quorum.*** Three members of the Board of Trustees shall constitute a quorum, and no action shall be taken by less than a majority of the Board Members.
- Section 2.** ***Less than a Quorum.*** Lesser number may adjourn from time to time any regular or special meetings at which a quorum is not present. The Secretary of the Board shall, in person or in writing notify the absent members of the time, date and place set for the adjourned meeting.
- Section 3.** ***Voting.*** Normally, voting shall be viva voce. However, a roll call vote may be requested by any member of the Board for the purposes of the record.
- Section 4.** ***Rules of Order.*** In question of parliamentary procedure, the actions of the Board shall be conducted according to the newly revised (1970) Robert's Rules of Order unless specified otherwise by State Law or Regulation of the State Board or By-Laws of the Board of Trustees.