

**Chapter 132T-04 WAC  
BYLAWS**

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**WAC**

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**WAC 132T-04-001 Promulgation.** The board of trustees of Community College District 20, under the authority vested in said board by the laws of the state of Washington, hereby adopt the following by-laws.

[Promulgation, filed 11/21/67; Emergency promulgation, filed 8/23/67.]

**WAC 132T-04-010 Offices.** (1) The board of trustees shall maintain an office at 500 Tausick Way, Walla Walla, Washington, where all regular meetings shall be held, unless otherwise announced, and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours to any citizen of the state of Washington.

(2) Correspondence or other business for the board shall be sent to the secretary of the board, who is located in this office.

[Order 78-4, § 132T-04-010, filed 10/24/77; Article I, filed 11/21/67; Emergency Article I, filed 8/23/67.]

**WAC 132T-04-020 Meetings.** (1) The board of trustees shall hold at least one regular meeting each month, unless dispensed with by the board of trustees, and such other regular or special meeting as may be requested by the chairman of the board or by a majority of the members of the board.

(2) All regular and special meetings of the board of trustees shall be publicly announced prior to the meeting and shall be open to the general public.

(3) No official business shall be acted upon by the board of trustees except during a regular or special meeting held at a preannounced time and place.

(4) Information and materials pertinent to the agenda of all regular meetings of the board shall be sent to trustees prior to each meeting. Any matter of business or correspondence must be received by the secretary of the board by 12:00 noon four days before the meeting in order to be included on the agenda. The chairman or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda when in his judgment the matter is of an emergency nature.

(5) All materials to be considered by the board must be submitted in sufficient quantities to provide each member of the board and the secretary with appropriate copies.

[Article II, filed 11/21/67; Emergency Article II, filed 8/23/67.]

**WAC 132T-04-030 Executive sessions.** (1) The board of trustees may convene in executive session whenever it is deemed necessary to discuss any matters affecting national security, the selection of a site or the acquisition of real estate by lease or purchase when publicity regarding such consideration would cause a likelihood of increased price; the appointment, employment, or dismissal of an employee; or to hear complaints or charges brought against such employee by a public officer, person, or employee, unless such employee requests a public hearing. The governing body may exclude from such executive session during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the governing body.

(2) No official business of the board of trustees shall be acted upon in executive session.

[Order 78-4, § 132T-04-030, filed 10/24/77; Article III, filed 11/21/67; Emergency Article III, filed 8/23/67.]

**WAC 132T-04-040 Order of agenda.** (1) The order of the agenda governing all regular meetings of the board of trustees shall be as follows:

- (a) Roll call
- (b) Approval of previous minutes
- (c) Correspondence
- (d) Report of the board
- (e) Recommendation for action of the board
- (f) New business
- (g) Unscheduled business
- (h) Adjournment

(2) The order of the agenda may be changed by the chairman with the consent of the board members present.

(3) The chairman shall announce that persons wishing to address the board on subjects not included on the agenda may do so under (f). The chairman shall have the right to limit the length of time used by a speaker for the discussion of a subject.

[Order 78-4, § 132T-04-040, filed 10/24/77; Article IV, filed 11/21/67; Emergency Article IV, filed 8/23/67.]

**WAC 132T-04-050 Records of board action.** All business transacted in official board meeting shall be recorded in minutes and filed for reference.

[Article V, filed 11/21/67; Emergency Article V, filed 8/23/67.]

**WAC 132T-04-060 Parliamentary procedure.** (1) 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.

(2) Lesser number may adjourn from time to time any regular or special meeting 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.

(3) 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.

(4) In question of parliamentary procedure, the actions of the board shall be conducted according to Robert's Rules of Order Revised unless specified otherwise by state law or regulation of the state board or bylaws of the board of trustees.

[Article VI, filed 11/21/67; Emergency Article VI, filed 8/23/67.]

**WAC 132T-04-070 Adoption or revision of policies.** (1) Policies of the board are established for the management and operation of the college district. In order to achieve a consistent pattern of administration such policies should be reflected in continuous decision making.

(2) Proposed written policies, or revision of existing written policies, shall be presented to the board to provide ample time for consideration and possible revision prior to final adoption.

[Article VII, filed 11/21/67; Emergency Article VII, filed 8/23/67.]

**WAC 132T-04-080 Officers of the board.** (1) At the regular meeting of the board in September of each year, the board shall elect[,] from its membership[,] a chairman and vice chairman to serve for the ensuing year, commencing on October 1 and terminating on September 30. In addition the president of Walla Walla Community College shall serve as secretary to the board of trustees as specified by state law. The secretary may, at his discretion, appoint his administrative assistant or other appropriate college staff member to act as recording secretary for all regular and special meetings of the board.

(2) The chairman in addition to any duties imposed by rules and regulations of the state board, shall preside at each regular or special meeting of the board, sign all legal and official documents recording action of the board, and review the agenda prepared for each meeting of the board. The chairman shall, while presiding at official meetings, have full right of discussion and vote.

(3) The vice chairman in addition to any duties imposed by rules and regulations of the state board shall act as chairman of the board in the absence of the chairman.

(4) In case of the absence of the chairman and vice chairman from any meeting of the board of trustees or in case of the inability of both of the two to act, the board of trustees shall elect for the meeting a chairman pro tempore, and may authorize such chairman pro tempore to perform the duties and acts authorized or required by said chairman or vice chairman to be performed, as long as the inability of these said officers to act may continue.

(5) The secretary of the board shall in addition to any duties imposed by rules and regulations of the state board, keep the official

seal of the board, maintain all records of meetings and other official action of the board.

(6) The secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

(7) The secretary, or his designate, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings.

[Statutory Authority: RCW 28B.19.030 and chapter 28B.50 RCW. WSR 80-15-007 (Resolution No. 81-2), § 132T-04-080, filed 10/2/80; Order 78-4, § 132T-04-080, filed 10/24/77; Article VIII, filed 11/21/67; Emergency Article VIII, filed 8/23/67.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 132T-04-090 Committees.** (1) The board of trustees shall act as a committee of the whole for the conduct of its business.

(2) Special committees may be appointed by the chairman of the board upon authority of the board with such powers and duties and for such term as the board may determine.

(3) Minutes of the proceedings of each committee shall be kept and as soon as practical after a meeting, a copy of said minutes shall be mailed or delivered to each member of said committee and remaining members of the board of trustees and the president of the college.

[Article IX, filed 11/21/67; Emergency Article IX, filed 8/23/67.]

**WAC 132T-04-100 Fiscal year.** The fiscal year of the board shall conform to the fiscal year of the state of Washington and shall be from July 1 to June 30 inclusive.

[Article X, filed 11/21/67; Emergency Article X, filed 8/23/67.]

**WAC 132T-04-110 Official seal.** The board of trustees shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be

Community College  
District 20  
State of Washington

[Article XI, filed 11/21/67; Emergency Article XI, filed 8/23/67.]

**WAC 132T-04-120 Changes to bylaws.** Bylaws of the board may be revised by majority vote of the board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed.

[Article XII, filed 11/21/67; Emergency Article XII, filed 8/23/67.]