

## **Board Bylaws**

### **ACTIONS BY THE BOARD**

**BB 9323.2**

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164, 35165)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

### **Action on Non-Agenda Items**

The Board may take action on a subject not appearing on the posted meeting agenda only after publicly identifying the item and if any one of the following conditions are met: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

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4. Until December 31, 2025, when a Board member requests to participate by teleconference due to emergency circumstances pursuant to Government Code 54953 so long as the timing of the request did not allow for sufficient time to place it on the agenda

### Challenging Board Actions

Before seeking to file a civil action to stop or prevent a Brown Act violation or to invalidate a prior action taken by the Board, the district attorney's office or interested person shall first present a demand to "cure and correct" the alleged violation to the district. If the district receives a proper demand from the district attorney's office or any interested person to "cure and correct" an alleged violation of the Brown Act, the Board shall consult with legal counsel on if and how to respond as provided by law. (Government Code 54960-54960.5)

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#### *Policy Reference Disclaimer:*

*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

#### **State**

*Code of Civil Procedure 1245.240*

*Code of Civil Procedure 1245.245*

*Code of Civil Procedure 425.16*

*Ed. Code 15266*

*Ed. Code 17466*

*Ed. Code 17481*

*Ed. Code 17510-17512*

*Ed. Code 17546*

*Ed. Code 17556-17561*

*Ed. Code 35140-35149*

*Ed. Code 35150*

*Ed. Code 35160-35178.4*

*Ed. Code 48660-48661*

*Gov. Code 53090-53097.5*

*Gov. Code 53724*

*Gov. Code 53790-53792*

*Gov. Code 53820-53833*

*Gov. Code 53850-53858*

#### **Description**

[Eminent domain vote requirements](#)

[Eminent domain; resolution adopting different use](#)

[Special motion to strike in connection with a public issue](#)

[School construction bonds](#)

[Declaration of intent to sell or lease real property](#)

[Lease of property with residence for nondistrict purposes](#)

[Leasing for production of gas; resolution requiring unanimous vote](#)

[Private sale of personal property](#)

[Dedication of real property](#)

[Meetings](#)

[Prohibition to terminate superintendent or assistant superintendent at specified meetings or times](#)

[Powers and duties](#)

[Community day schools; establishment and restrictions](#)

[Regulation of local agencies by counties and cities](#)

[Parcel tax resolution requirements](#)

[Exceeding the budget](#)

[Temporary borrowing](#)

[Temporary borrowing](#)

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<i>Gov. Code 54230.5</i>	<i>Disposal of surplus land and receipt of notice of violation</i>
<i>Gov. Code 54230.7</i>	<i>Disposal of surplus land and receipt of notice of violation</i>
<i>Gov. Code 54950-54963</i>	<a href="#"><u>The Ralph M. Brown Act</u></a>
<i>Gov. Code 54952.6</i>	<a href="#"><u>Action taken; definition</u></a>
<i>Gov. Code 54953</i>	<a href="#"><u>Meetings to be open and public; attendance</u></a>
<i>Gov. Code 54960-54960.5</i>	<a href="#"><u>Actions to prevent violations</u></a>
<i>Gov. Code 65352.2</i>	<a href="#"><u>Communicating and coordinating of school sites</u></a>
<i>Pub. Cont. Code 20110-20118.44</i>	<a href="#"><u>School district contracts</u></a>
<i>Pub. Cont. Code 20113</i>	<a href="#"><u>Emergencies; award of contracts without bids</u></a>
<i>Pub. Cont. Code 20114</i>	<a href="#"><u>Repairs, maintenance, and improvements to district facilities by day labor or force account</u></a>
<i>Pub. Cont. Code 22034</i>	<a href="#"><u>Uniform Public Construction Cost Accounting Act informal bidding ordinance</u></a>
<i>Pub. Cont. Code 22035</i>	<a href="#"><u>Repair or replacement of facilities in case of emergency</u></a>
<i>Pub. Cont. Code 22050</i>	<a href="#"><u>Emergency contracting procedures</u></a>
<i>Pub. Cont. Code 3400</i>	<a href="#"><u>Bid specifications</u></a>
<b>Management Resources</b>	<b>Description</b>
<i>Attorney General Publication</i>	<i>The Brown Act: Open Meetings for Legislative Bodies, rev. 2003</i>
<i>Court Decision</i>	<i>Bell v. Vista Unified School District (2002) 82 Cal.App.4th 672</i>
<i>Court Decision</i>	<i>Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109</i>
<i>Court Decision</i>	<i>Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112 Cal.App.4th 1313</i>
<i>Court Decision</i>	<i>McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310</i>
<i>CSBA Publication</i>	<i>The Brown Act: School Boards and Open Meeting Laws, rev. 2019</i>
<i>League of California Cities Publication</i>	<i>Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010</i>
<i>Website</i>	<a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>
<i>Website</i>	<a href="#"><u>Institute for Local Government</u></a>
<i>Website</i>	<a href="#"><u>California Office of the Attorney General</u></a>
<i>Website</i>	<a href="#"><u>CSBA</u></a>

### Cross References

#### Policy

3260

3260

#### Description

[Fees And Charges](#)

[Fees And Charges](#)

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3270	<a href="#"><u>Sale And Disposal Of Books, Equipment And Supplies</u></a>
3270	<a href="#"><u>Sale And Disposal Of Books, Equipment And Supplies</u></a>
3280	<a href="#"><u>Sale Or Lease Of District-Owned Real Property</u></a>
3280	<a href="#"><u>Sale Or Lease Of District-Owned Real Property</u></a>
3311	<a href="#"><u>Bids</u></a>
3311	<a href="#"><u>Bids</u></a>
3311.1	<a href="#"><u>Uniform Public Construction Cost Accounting Procedures</u></a>
3311.1	<a href="#"><u>Uniform Public Construction Cost Accounting Procedures</u></a>
3471	<a href="#"><u>Parcel Taxes</u></a>
6185	<a href="#"><u>Community Day School</u></a>
6185	<a href="#"><u>Community Day School</u></a>
7131	<a href="#"><u>Relations With Local Agencies</u></a>
7150	<a href="#"><u>Site Selection And Development</u></a>
7150	<a href="#"><u>Site Selection And Development</u></a>
7160	<a href="#"><u>Charter School Facilities</u></a>
7160	<a href="#"><u>Charter School Facilities</u></a>
7213	<a href="#"><u>School Facilities Improvement Districts</u></a>
7214	<a href="#"><u>General Obligation Bonds</u></a>
7214	<a href="#"><u>General Obligation Bonds</u></a>
9000	<a href="#"><u>Role Of The Board</u></a>
9005	<a href="#"><u>Governance Standards</u></a>
9012	<a href="#"><u>Board Member Electronic Communications</u></a>
9150	<a href="#"><u>Student Board Members</u></a>
9200	<a href="#"><u>Limits Of Board Member Authority</u></a>
9223	<a href="#"><u>Filling Vacancies</u></a>
9310	<a href="#"><u>Board Policies</u></a>
9320	<a href="#"><u>Meetings And Notices</u></a>
9321	<a href="#"><u>Closed Session</u></a>
9321-E(1)	<a href="#"><u>Closed Session</u></a>
9321-E(2)	<a href="#"><u>Closed Session</u></a>
9322	<a href="#"><u>Agenda/ Meeting Materials</u></a>
9323	<a href="#"><u>Meeting Conduct</u></a>
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### Bylaw

**Adopted:** April 9, 2013

**Revised:** 8/19; 5/24

### PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California