

## 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 I

#### OFFICES

- Section 1.***     ***Location.*** The Board of Trustees shall maintain an office at 2600 North 20th Avenue, Pasco, 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 resident taxpayer of the State of Washington.
- Section 2.***     ***Correspondence*** or other business for the Board shall be sent to the Secretary of the Board, who is located in this office.