

**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 IV****RECORDS OF BOARD ACTION**

***Section 1. Record of Board Meetings.*** All business transacted in official Board meetings shall be recorded in minutes and filed for reference.