

Board Bylaws
SECRETARY

BB 9122

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda

(cf. 9322 - Agenda/Meeting Materials)

2. Record, distribute and maintain the Board minutes.

(cf. 9324 - Minutes and Recordings)

3. Maintain Board records and documents.

4. Submit to the president all correspondence addressed to the president or to the Board.

5. Submit to the clerk all correspondence addressed to the clerk.

6. Prepare a tentative calendar for the school year next ensuing for the consideration of all Board at the first regular meeting in April. This calendar shall become final if not changed by the majority vote of the Board at a regular meeting prior to September 1 of each year.

7. Shall conduct the official correspondence for the Board.

8. Shall sign and execute official documents delegated by the Board. As directed by the Board, sign and execute official papers.

9. Perform other duties as assigned by the Board.

Legal Reference:

EDUCATION CODE

35025 Secretary and bookkeeper

35143 Annual organizational meetings; dates and notice

35250 Duty to keep certain records and reports

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

Bylaw
adopted: 09-09-09

METROPOLITAN EDUCATION DISTRICT
San Jose, California