

Bylaw 9122: Secretary

Status: ADOPTED

Original Adopted Date: 07/01/1984 | **Last Revised Date:** 07/01/2003 | **Last Reviewed Date:** 07/01/2003

CSBA NOTE: The following optional bylaw should be modified to reflect district practice. Education Code 35025 provides that the Board may employ a non-Board member to serve as secretary and bookkeeper for the Board.

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
2. Record, distribute and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 35025

Ed. Code 35143

Ed. Code 35250

Gov. Code 54950-54963

Description

[Secretary and bookkeeper](#)

[Annual organizational meetings; date and notice](#)

[Duty to keep certain records](#)

[The Ralph M. Brown Act](#)

Management Resources

CSBA Publication

Website

Website

Description

[Professional Governance Standards](#)

[CSBA District and County Office of Education Legal Services](#)

[CSBA](#)

Cross References

2110

2111

4112.1

9322

9324

Description

[Superintendent Responsibilities And Duties](#)

[Superintendent Governance Standards](#)

[Contracts](#)

[Agenda/Meeting Materials](#)

[Minutes And Recordings](#)