

**Bylaw 9100: Organization**

**Status:** ADOPTED

**Original Adopted Date:** 02/03/2016 | **Last Reviewed Date:** 02/03/2016

**Annual Organizational Meeting**

Each year, the Board of Education shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

**At this meeting the Board shall:**

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates

**Election of Officers**

To elect an officer, the Board shall follow a seniority rotation into the leadership roles of the board depending on the year a member is elected or appointed to the board. If more than one member is elected or appointed in the same year, lots shall be drawn to determine seniority. After serving one year as clerk, the elected member shall serve one year as president of the Board. A Board member who is next in line to serve as clerk or president may elect not to rotate into the clerk or president position.

In the absence of the president of the Board, the clerk shall serve as president and in each case shall exercise all powers and bear all responsibilities for the office that is vacated. The clerk shall also sign minutes of regular and special meetings verifying their accuracy and adoption by the Board. The clerk shall perform such duties delegated by the Board or specified in the law. (Education Code 35143)

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

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