

Bylaw 9100: Organization

Status: ADOPTED

Original Adopted Date: 02/03/2016 | **Last Revised Date:** 03/30/2023 | **Last Reviewed Date:** 03/30/2023

Each year, the Governing Board 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 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code 35143)

During any year in which a regular election is conducted, the Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. 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 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
6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

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 law.

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