

Board Bylaws

SECRETARY

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.
(cf. 9324 – Minutes and Recordings)
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.

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>

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Bylaw Adopted: July 5, 1990
Revised: May 14, 2009
Revised: March 11, 2010