

Annual Organization of Governing Board

Education Code § 35022 Every school district governing board consisting of five or more members shall, at its initial meeting and at each annual meeting, elect a president from among its members.

Education Code § 35025 The governing board of any school district may employ a person not a member of the board to act as secretary and bookkeeper for the board, and may delegate to such secretary the duties prescribed in paragraphs (a) and (c) of Section 35250.

Education Code § 35038 In any district the governing board of which is required to elect a clerk, the superintendent of schools of the county shall appoint one of the members of the governing board to fill the office of district clerk if a clerk is not elected by the governing board on the date prescribed, or if, except as provided in Section 35039, a vacancy occurs in the position of district clerk.

Education Code § 35143 The governing board of each school district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the governing board, 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 such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected. The clerk of the board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

Education Code § 72000(c)(2)(A) makes the same provision for a community college district.

CERTIFICATION

School District:

Name of trustee elected district clerk:

Mailing address of clerk for official mail:

Name of trustee elected president:

Name of employee appointed secretary:

Who will receive official mail? **Clerk** **Secretary**

Regular monthly meeting day/s:

Regular time of meeting:

Regular meeting place:

Adopted at the annual meeting of the governing board on:

Signed (Clerk, Secretary) _____

Please note that the County Superintendent should be notified of any change in regular meetings and that signatures of all authorized officials should be on file in the Office of the County Superintendent.