

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

PRESIDENT, CLERK, AND SECRETARY

BB 9006

Board Bylaws

1. The Board each year at its annual organizational meeting shall elect a President from among its members. The President shall preside at all meetings of the Board, and shall have the authority to sign necessary documents approved by the Board.
2. The Board each year at its annual organizational meeting also shall elect a Clerk who shall perform the duties of the President whenever the President is absent. If both the President and Clerk are absent, the remaining three Board members shall select a Board member to chair the meeting.
3. The President shall have all the rights of any member of the Board, including the right to move, second, discuss and vote on all questions before the Board.
4. The President, with the Superintendent or designee, establishes the Board's agenda.
5. The Board hereby designates the Superintendent to act as Secretary for the Board to perform all duties authorized by relevant law.
6. Each year after the annual organizational meeting the Secretary shall appropriately notify the County Clerk and the Secretary of State on the proper Roster of Public Agencies form as to the names and specific positions of all Board members.
7. When making appointments, the Board shall clearly specify, on a case-by-case basis, what authority and responsibilities are involved. Board representatives shall not grant district support or endorsement for any activity without prior Board approval.
8. If a committee discusses a topic on which the Board has taken a position, the Board member may express that position as a representative of the Board. When contributing individual ideas or opinions on other topics, he/she shall make it clear that he/she is speaking as an individual, not on behalf of the Board.

Legal Reference:

EDUCATION CODE

17593 Repair and supervision of property (duty of district clerk)

35022 President of the board

35038 Appointment of clerk by county superintendent of schools

35039 Dismissal of clerk

35121 Appointment of clerk in certain city and high school districts

35143 Annual organizational meetings; dates and notice

35250 Duty to keep certain records and reports

38113 Duty of clerk (re provision of school supplies)

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Date Bylaw Adopted by the Board: October 26, 1999

Date Bylaw Revised by the Board: March 24, 2015