

Bylaws of the Board

SECRETARY

BB 9122

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 in consultation with the Board president

(cf. 9322 - Agenda/Meeting Materials)

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

(cf. 2111 - Superintendent Governance Standards)

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>

Bylaw

Adopted: March 26, 1996

Revised: February 12, 2013

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California