Bylaw 9122: Secretary

Status: PENDING

Original Adopted Date: 10/08/2009 (BP 1055) **| Last Revised Date:** 03/12/2026

First Reading: 10/29/2026 **Second Reading/Adoption**: 11/12/2026

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
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

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35025	Secretary and bookkeeper
Ed. Code 35143	Annual organizational meetings; date and notice
Ed. Code 35250	Duty to keep certain records

proposed