

**Bylaw 9100: Organization**

**Status:** ADOPTED

**Original Adopted Date:** 09/01/1992 | **Last Revised Date:** 09/01/2022 | **Last Reviewed Date:** 09/01/2022

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code 35143)

During any year in which a regular election is conducted, the Board, at the regular meeting held immediately prior to the second Friday in December, shall select the day and time of the organizational meeting. For any other year, the day and time of the organizational meeting shall be selected at the last regular meeting held immediately before the annual meeting. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the Superintendent shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates
6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

**Election of Officers**

**OPTION 1:** The Board shall each year elect one of its members to be (clerk)/(vice president). This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as (clerk)/(vice president), the elected member shall serve one year as president of the Board.

**OPTION 1 ENDS HERE**

**OPTION 2:** The Board shall each year elect its entire slate of officers.

**OPTION 2 ENDS HERE**

No Board member shall serve more than \_\_\_\_\_ consecutive year(s) in the same office.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

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**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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State**

Ed. Code 35143

**Description**

[Annual organizational meetings: date and notice](#)

Ed. Code 35145

[Public meetings](#)

Ed. Code 5017

[Term of office](#)

Gov. Code 54953

[Meetings to be open and public; attendance](#)

**Management Resources**

Attorney General Opinion

**Description**

59 Ops.Cal.Atty.Gen. 619 (1976)

Attorney General Opinion

68 Ops.Cal.Atty.Gen. 65 (1985)

Website

[CSBA District and County Office of Education Legal Services](#)

**Cross References**

**Code**

9000

**Description**

[Role Of The Board](#)

9005

[Governance Standards](#)

9121

[President](#)

9123

[Clerk](#)

9140

[Board Representatives](#)

9223

[Filling Vacancies](#)

9224

[Oath Or Affirmation](#)

9230

[Orientation](#)

9240

[Board Training](#)

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Meetings And Notices

9323

Meeting Conduct