

WOODLAND JOINT UNIFIED SCHOOL DISTRICT

Board Policy: 9121

BOARD BYLAWS

Officers of the Board

President

At the annual organizational meeting, the Board shall elect a president from its own membership to take effect immediately. The president shall preside at all meetings of the Board and shall perform other duties as directed by law, State Department of Education regulations, and the Board. In carrying out these responsibilities, the president shall:

1. Consult with the Superintendent on the Board's agendas.
2. Call such meetings of the Board as deemed necessary giving notice as prescribed by law.
3. Confer with the Superintendent on crucial matters that may occur between Board meetings.
4. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the president shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of law to the Board attorney.

8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The president shall not have the right to move, or second any motion unless s/he relinquishes the gavel. The president shall have all other rights of board member including the right to discuss and vote on any and all questions before the Board.

In case of the resignation, absence or disability of the president, the Vice President shall perform the duties of the president. In case of the absence or disability of the president, the vice-president and clerk, the Board shall choose a president pro tempore, who shall perform all of the duties of the president.

Vice President

At its annual organizational meeting, a vice president shall assume all duties of the president when the president is unavailable.

Clerk

At the annual organizational meeting, the Board shall elect a clerk from its own membership. The clerk shall perform such duties delegated by the Board or specified in the law and shall serve as presiding officer in the absence of the president and the vice president. (Education Code Section 35143)

Secretary

The Superintendent, as secretary of the Board, shall perform the following duties (Education Code Section 35035):

1. Keep accurate and complete records of Board actions.
2. Serve as custodian of the Board's records and documents.
3. Maintain a classified index of the minutes of Board meetings and a classified record of all policies and administrative regulations.
4. Prepare, issue, and serve all orders of the Board.
5. Send to each Board member a written notice of all regular, adjourned, and special Board meetings, together with the agenda and appropriate materials for the meeting.

6. Send written notice of all Board meetings to news media within the District and to organizations that have requested such notice in writing. Post and distribute notices and agendas as required by law or as directed by the Board.
7. Prepare the unadopted minutes of each Board meeting and forward these to each Board member prior to each regular meeting.
8. Have charge of the office of secretary, conduct official correspondence of the Board, execute contracts as authorized by the Board, and perform all other duties as required by the Board.

Legal Reference – Education Code:

35022	President of the Board
35025	Secretary and Bookkeeper
35034	District Superintendent of Certain Unified Districts (Acts as Secretary of the Board)
35038	Appointment of Clerk by County Superintendent of Schools
35039	Dismissal of Clerk
35121	Appointment of Clerk (Certain City and H.S. Districts)
35143	Annual Organizational Meetings (Dates and Notice)
35144	Special Meetings
35250	Duty to Keep Certain Records and Reports
39630	Repair and Supervision of Property (Duty of District Clerk)
40003	Duty of Clerk (re Provision of School Supplies)

Board Adopted: 11/18/99
Revised: 4/13/06