

## **Board Bylaws**

### **SECRETARY**

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

#### **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>

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**Bylaw Revised: 10/18/2005**

**Gold Oak Union School District**