

CAMBRIAN SCHOOL DISTRICT
Board Policy

Policy 9120

Adopted: December 10, 2002

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BYLAWS OF THE BOARD

Board Officers

I. The President shall:

- A. Preside at all meetings of the Board.
- B. Perform such other duties in conduct of the meeting as outlined in Roberts Rules of Order or as directed by the Board.
- C. Shall be an ex officio member of all committees.
- D. Shall hold the same rights as other members with respect to voting, introducing motions and resolutions and discussing questions that come before the Board.
- E. Call special meetings by causing proper written notice to be given to all members of the Board and public agencies requesting the same. Shall call such meetings when requested by a majority of members of the Board in accordance with provisions of the Education Code.
- F. Appoint special committees when directed by a majority of Board members. Such committees shall be appointed for a specific purpose and shall be discharged as soon as their reports are received and accepted by the Board. Such committees shall be advisory and not executive or legislative in nature.

II. The Vice-President shall:

The Vice-President shall serve as President in the absence of the President, or as needed, and shall perform duties as directed by the Board.

III. The Clerk shall:

- A. Perform or supervise the execution thereof, all the duties assigned by the general laws and/or the California State Education Code. The clerk shall sign the approved minutes of the Board meetings and all other official documents of the District that are approved by the Board or required by laws and regulations.

- B. Oversee and assist the Superintendent in the maintenance of the policy and directive manuals.
- C. Assist and be knowledgeable in all matters pertaining to the care of the Board records and documents.

IV. The Secretary shall:

The Secretary of the Board shall be the Superintendent of Schools unless otherwise designated by the Board. The Secretary's duties shall include:

- A. To act as Secretary for the Board.
- B. To keep a full and accurate record of all proceedings of the Board meetings.
- C. To attend all meetings of the Board.
- D. Prepare an agenda for Board meetings and to send same to each member at least five days previous to all meetings whenever possible.
- E. Notify all members of the Board of all special and adjourned meetings.
- F. To cause a separate index of the Board Legislation to be kept and to add such legislation to the published rules and regulations of the Board.
- G. To conduct official correspondence of the Board and sign official documents as required by law or when authorized to do so by the Board.
- H. To notify all employees of their appointments or dismissals and such other notices as the Board may direct.
- I. Prepare and serve notices and reports as required by law and by the regulations of the Board.
- J. To secure information and to make such contracts as the law requires or as the Board directs or duty would direct by contacting other schools, agencies or individuals.
- K. To see that transactions of the Board in all phases of operation are conducted in accordance with law and the rules and regulations of the Board.