

Bylaws of the Board Officers of the Board

BB 9210

PRESIDENT

The President shall have the following duties:

- Call meetings to order, announce the business to come before the Board, and preside over meetings in accordance with Robert's Rules of Order and the bylaws and policies of the Board, the latter of which shall apply in the event of any conflict;
- Call special meetings;
- Conduct public and executive meetings and hearings of the Board;
- Make such appointments to committees and select representatives of the Board as may be required;
- Enforce Board policy relating to the order of business and the conduct of meetings;
- Restrict discussion to the question when a motion is before the Board;
- Put motions to a vote, stating definitely and clearly the vote and result thereof; and
- Sign all papers and documents as required or authorized by action of the Board. The President may delegate such actions to the County Superintendent as ex-officio secretary to the Board.
- With the superintendent, provide orientation training to new Board members.

The President shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on any and all questions before the Board.

Term

The term of the President shall be one year.

VICE PRESIDENT

It shall be the duty of the Vice President, in the absence or incapacity of the President, to preside at the meetings of the Board, and act in place of the President. The Vice President shall assume responsibilities as assigned by the President.

Term

The term of the Vice President shall be one year.

Legal Reference: Education Code section 1009, Robert's Rules of Order; Government Code section 54950 et seq.

Preparation of Agenda

The President and Vice President shall consult with the County Superintendent regarding matters that will or may be before the Board to prepare the agenda for upcoming meetings. The order of business generally shall be as specified below unless changed by the President or the Board by majority vote determines otherwise:

1. Call to Order, Roll Call and Establishment of Quorum
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Adoption of Consent Agenda
6. Closed Session (if necessary)
7. Correspondence
8. Unfinished Business
9. New Business/Action Items
10. Reports/Discussion/Information Items
11. Superintendent/Trustee Reports
12. Ad Hoc Committee Reports
13. Addition to Future Board Agendas
14. Schedule of Meetings and Coming Events
15. Adjournment

SECRETARY

The Santa Cruz County Superintendent of Schools shall serve as the ex officio Secretary of the Board. In such capacity, the Superintendent or designee shall:

- Prepare and maintain, at the direction of the Board, a master calendar;
- Prepare the agenda for meetings in consultation with the Board President and Vice President;
- Reproduce and distribute the agenda for each meeting;
- Prepare and present requested reports and information necessary for the conduct of scheduled and specific items of business for special and regular meetings of the Board.
 - Materials to explain, support, or refute the recommended position on any action item are to be delivered to the Board with the agenda.
 - Materials relating to information items on which no action is expected may be furnished at the meeting;
- Take, prepare and distribute to the Board minutes of each meeting;
- Prepare and distribute, publicize, mail or post all necessary notices and advertisements;
- Serve as the professional adviser to the Board in the formulation of policies for the county school program;
- Provide guidance to the Board on compliance with statutes, regulations, and policies;
- Conduct other such duties as provided by Education Code section 1260 with the approval of the Board; and
- Prepare and present to the Board for its approval all matters as required by law, or where in the discretion of the Superintendent, the approval of the Board is necessary or appropriate.
- With the President, provide orientation training to new Board members.

Legal Reference: Education Code sections 1010, 1240 and 1260

Adopted: 4/17/14