

Bylaws of the Board

Secretary

The superintendent shall act as ex-officio secretary and executive officer of the county board. As secretary, the superintendent shall

- 1) Prepare and handle the county board agenda in cooperation with the board president.
- 2) Prepare and handle the county board minutes.
- 3) Handle and care for all county board records and documents.
- 4) Submit to the president of the county board all correspondence addressed to the President or to the county board.

Legal Reference: Education Code  
1010 Ex-Officio Secretary

Policy  
First Reading 1/15/85  
Adopted 2/22/85