San Mateo County Board of Education Policy

Board of Education

BP 9121

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Board Officers

President

The County Board shall elect a president from among its members to provide leadership on behalf of the County Board and the educational community it serves.

The president shall have the same rights as other members of the County Board, including the right to move, second, discuss and vote on all matters before the County Board. The president shall also preside at all County Board meetings.

Meeting Conduct

The president shall preside at all County Board meetings. He/she shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the County Board in its proper order.
3. Enforce the County Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act.
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 County Board.
7. Rule on issues of parliamentary procedure.
8. Put motions to a vote, and state clearly the results of the vote.
9. Be responsible for the orderly conduct of all County Board meetings.

Other Duties

The president shall perform other duties in accordance with law and County Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the County Board.
2. Consulting with the County Superintendent or designee on the preparation of the County Board's agendas.

3. Calling such meetings of the County Board as he/she may deem necessary, giving notice as prescribed by law.

4. Appointing members of the County Board to fill the vacant seats of a school district board when a majority of those seats are vacant.

5. Working with the County Superintendent or designee to ensure that County Board members have necessary materials and information.

6. Subject to County Board approval, appointing and dissolving all committees.

7. Calling such meetings of the County Board as he/she may deem necessary, giving notice as prescribed by law.

8. Representing the County Board of Education as a spokesperson.

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Vice President

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the County Board shall select a president pro tempore.

Secretary

The County Superintendent of Schools is ex officio secretary and executive officer of the County Board.

The secretary shall be responsible for maintaining an accurate and complete record of all County Board proceedings and shall:

1. Prepare, distribute and maintain the County Board agenda.

2. Record, distribute and maintain the County Board minutes.

3. Sign minutes of County Board meetings, following their approval.
4. As directed by the County Board, sign and execute official papers.

5. Maintain County Board records, reports and other documents as required by law.

6. Conduct official correspondence for the County Board.

7. When required, certify or attest to actions taken by the County Board.

8. Perform other duties as assigned by the County Board or required by law.

Legal References:

Education Code 1012
Education Code 5094
Education Code 35022 President of the board
Education Code 35025 Secretary and bookkeeper
Education Code 35143 Annual organizational meetings; dates and notice
Education Code 35250 Duty to keep certain records and reports
Government Code 54950-54963 Ralph M. Brown Act
Government Code 54956, 54956.5

Adopted SMCBE 09/03/08
Revised: 10/19/16