

BOARD BYLAW

Placentia-Yorba Linda Unified School District

Bylaws of the Board

9123 - BB

SECRETARY TO THE BOARD

The Superintendent of Schools of the Placentia-Yorba Linda Unified School District shall be designated as Secretary to the Board according to Placentia-Yorba Linda Unified School District Board Bylaw 9111, *Governing Board Elections*.

In the absence of the Superintendent, the duties of Secretary to the Board will be delegated to an administrative staff member approved by the Board, insofar as such duties cannot effectively be deferred until the Superintendent may return and insofar as such duties do not require actions restricted by law to the Superintendent.

The duties of the Secretary to the Board are as follows:

1. Prepare for all Board meetings per Placentia-Yorba Linda Unified School District Board Bylaws 9321, *Meetings and Notices*; 9322.2 *Public Comment*; 9322.21, *Public Hearing for Large Delegations*; 9322.3, *Closed Session Purposes and Agendas*; and 9323, *Agenda/Meeting Materials*.
2. Attend all Board meetings and record Board decisions per Placentia-Yorba Linda Unified School District Board Bylaws 9326, *Minutes and Recordings of Board Meetings*, and 9330, *School Board Records*.
3. Maintain the Board's reference and record files per Placentia-Yorba Linda Unified School District Board Bylaw 9330, *School Board Records*.
4. Supervise the Board's publicity per Placentia-Yorba Linda Unified School District Board Policy 1112.1, *Coverage of Governing Board Meetings*.
5. Handle correspondence per Placentia-Yorba Linda Unified School District Board Bylaw 9350, *Correspondence*
6. Handle all other matters to the extent they may be delegated to the Secretary to the Board by action of the Board of Education of the Placentia-Yorba Linda Unified School District.

LEGAL REFERENCE

<u>Education Code</u>	35025	Secretary and bookkeeper
	35143	Annual organizational meetings; dates and notice
	35250	Duty to keep certain records and reports
<u>Government Code</u>	54950-54963	Ralph M. Brown Act

Bylaw adopted: 8/4/75
Bylaw revised: 1/13/15