

# BOARD BYLAW

Placentia-Yorba Linda Unified School District

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## Bylaws of the Board

9123 - BB

### SECRETARY TO THE BOARD

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda
2. Record, distribute and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Supervise the Board's publicity per Placentia-Yorba Linda Unified School District Board Policy 1112.1, *Coverage of Governing Board Meetings*.
7. Perform other duties as assigned by the Board

#### 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

Bylaw revised: 11/15/22