

## **Organization**

### **Rotation of Officers of the Board of Trustees**

The term of the president, vice president and clerk of the Board shall be one year in length commencing with the annual organization meeting of the Board which generally takes places at the first regular Board meeting in December of each year.

The office of the president, vice president and clerk shall rotate each year at the organizational meeting with the vice president becoming president, the clerk becoming the vice president, and the next highest person on the rotation list, as described below, becoming clerk.

The rotation list shall be updated as follows:

1. At each organizational meeting, the outgoing president shall be placed at the end of the rotation list (below all newly-elected, newly-appointed, re-elected and continuing Board members) and each re-elected and/or continuing Board member shall move up one spot on the rotation list.
2. At each organizational meeting, all newly-elected or newly-appointed Board members will be added to the rotation list above the outgoing president and below all re-elected and/or continuing Board members.
3. In the event two or more Board members are elected in the same election, the newly-elected Board members will be placed on the rotation list in the order of the highest number of votes received to the lowest number of votes received.
4. In the event two or more Board members are appointed at the same time, the newly-appointed Board members will be placed on the rotation list in the order determined by drawing straws.
5. When a mid-term vacancy occurs on the Board, the newly-elected or appointed Board member shall be placed at the end of the rotation list.
6. If a Board member declines to serve as either president, vice president or clerk when it is that Board member's turn to so serve, the declining Board member shall be placed at the end of the rotation list.
7. In the event the president, vice president or clerk does not complete his/her term in such office, the Board member next in line on the rotation list to assume that office will serve for the balance of the vacant term and the following term unless such officer desires to return to the end of the rotation list at the next organizational meeting.

Notwithstanding anything to the contrary above, the Board may suspend the above procedures by a supermajority vote of at least four Board members and proceed to elect officers by a majority vote.

### **Annual Organizational Meeting**

The Board of Trustees shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president, vice president, and a clerk from its members
2. Appoint a secretary to the Board
3. Authorize signatures
4. Develop a schedule of regular meetings for the year
5. Develop a Board calendar for the year

Legal Reference:

#### EDUCATION CODE

5017 Term of Office

35143 Annual organizational meeting date, and notice

35145 Public meetings

#### GOVERNMENT CODE

54953 Meetings to be open and public; attendance

#### ATTORNEY GENERAL OPINIONS

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

Bylaw SAN MATEO UNION HIGH SCHOOL DISTRICT

adopted: July 15, 2010 San Mateo, California

## Organization

### Annual Organizational Meeting

The Board of Trustees shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president, vice president and a clerk from its members
2. Appoint a secretary to the Board (who shall be the Superintendent unless decided otherwise)
3. Authorize signatures
4. Develop a schedule of regular meetings for the year
5. Develop a Board calendar for the year
6. Designate Board representatives

(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings and Notices)

### Election of Officers

Officers will serve a one-year term. It is the policy of this Board to rotate its officers on an annual basis, whenever practicable, thereby giving maximum opportunity for each Board member to serve during his/her four year term, in all the offices. Board members reserve unto themselves the right to decline officer service at anytime in the rotation process. As a general rule Board members will not be reelected to the same office until all Board members have had an opportunity to rotate through the offices. Exceptions may be necessary as a result of Board member resignations or election of new members to the Board.

Election of the President, Vice President, and Clerk shall require a majority vote of the members of the Board.

### Legal Reference:

#### EDUCATION CODE

##### 5017 Term of Office

##### 35143 Annual organizational meeting date, and notice

##### 35145 Public meetings

#### GOVERNMENT CODE

##### 54953 Meetings to be open and public; attendance

**ATTORNEY GENERAL OPINIONS**

**68 Ops.Cal.Atty.Gen. 65 (1985)**

**59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)**

**Bylaw BELMONT-REDWOOD SHORES SCHOOL DISTRICT**

**adopted: April 21, 2005 Belmont, California**

## **Organization**

### **Annual Organizational Meeting**

The Board of Trustees shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president, a vice president and a clerk from its members
2. Appoint a secretary to the Board
3. Authorize signatures
4. Develop a schedule of regular meetings for the year
5. Develop a Board calendar for the year
6. Designate Board representatives

(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings and Notices)

### **Election of Officers**

The term of the president, vice president and clerk of the Board shall be one year in length commencing with the annual organization meeting of the Board which generally takes place at the first regular Board meeting in December of each year.

The office of the president, vice president and clerk shall rotate each year at the annual organization meeting with the vice president becoming president, the clerk becoming the vice president, and the next highest person on the rotation list, as described below, becoming clerk.

The rotation list shall be updated as follows:

1. At each annual organization meeting, the outgoing president shall be placed at the end of the rotation list (below all newly elected, newly appointed, re-elected and continuing Board members) and each re-elected and/or continuing Board member shall move up one spot on the rotation list.
2. At each annual organization meeting, all newly elected or newly appointed Board members will be added to the rotation list above the outgoing president and below all re-elected and/or continuing Board members.
3. In the event two or more Board members are elected in the same election, the newly elected Board members will be placed on the rotation list in the order of the highest number of votes received to the lowest number of votes received.
4. In the event two or more Board members are appointed at the same time, the newly appointed Board members will be placed on the rotation list in the order determined by the drawing of straws.

5. When a mid-term vacancy occurs on the Board, the newly elected or appointed Board member shall be placed at the end of the rotation list.
6. If the Board member declines to serve as either president, vice president or clerk when it is that Board member's turn to so serve, the declining Board member shall be placed at the end of the rotation list.
7. In the event the president, vice president or clerk does not complete his/her term in such office, the Board member next in line on the rotation list to assume that office will serve for the balance of the vacant term and the following term unless such officer desires to return to the end of the rotation list at the next reorganization meeting.

Notwithstanding anything to the contrary above, the Board may suspend the above procedures by a supermajority vote of at least four Board members and proceed to elect officers by a majority vote.

No Board member shall serve more than one consecutive year in the same office.

(cf. 9224 - Oath or Affirmation)

Legal Reference:

EDUCATION CODE

5017 Term of Office

35143 Annual organizational meeting date, and notice

35145 Public meetings

GOVERNMENT CODE

54953 Meetings to be open and public; attendance

ATTORNEY GENERAL OPINIONS

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

Bylaw BURLINGAME SCHOOL DISTRICT

adopted: September 21, 2010 Burlingame, California

Burlingame SD  
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## Redwood City SD | BB 9100 Board Bylaws

### Organization

#### Annual Organizational Meeting

By law, the Board of Education of each school district shall hold an annual organizational meeting. In a year in which a regular election for board of education members is conducted, the organizational meeting shall be the first regular meeting in December.

The following officers of the Board of Education shall be assigned:

1) President

2) Vice President

3) Clerk

4) Board of Education Representative to San Mateo County Committee on School District Organization

5) Liaison to California School Boards Association and the San Mateo County School Boards Association

At the annual organizational meeting the Board of Education shall rotate so that each assumes the next higher position in the officer rotation order, e.g., the outgoing President (1) shall become the Liaison to the California School Boards Association (CSBA)(5), unless that position is filled by a newly elected board member; the elected board member becomes Board of Education Representative to San Mateo County Committee on School District Organization (4). The Clerk (3) becomes Vice President (2); the Vice President becomes President (1).

Incumbent board members and reelected incumbent board members shall move within the board rotation into the highest ranking position. Newly elected board members shall occupy the remaining empty positions based on their ranking in the election vote tallie

Legal Reference:

#### EDUCATION CODE

5017 Term of Office

35143 Annual organizational meeting date, and notice

35145 Public meetings

#### GOVERNMENT CODE

54953 Meetings to be open and public; attendance

#### ATTORNEY GENERAL OPINIONS

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

## **Bylaw**

**adopted: January 28, 2009 REDWOOD CITY SCHOOL DISTRICT**

**revised: March 9, 2016 Redwood City, California**



**ORGANIZATION**

**Annual Organizational Meeting**

The Governing Board shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a vice president/clerk and/or vice president/clerk from its members
2. Appoint a secretary to the Board
3. Authorize signatures
4. Develop a schedule of regular meetings for the year
5. Develop a Board calendar for the year
6. Designate Board representatives

*(cf. 9140 - Board Representatives)*

*(cf. 9320 - Meetings and Notices)*

**Election of Officers**

The Board shall each year elect one of its members to be (vice president/clerk). This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as (vice president/clerk), the elected member shall serve one year as president of the Board.

When the only members who have not served as officers are new to the Board, the Board may elect as (vice president/clerk) a Board member who has served in office.

*(cf. 9224 - Oath or Affirmation)*

***Legal Reference:***

**EDUCATION CODE**

*5017 Term of Office*

*35143 Annual organizational meeting date, and notice*

*35145 Public meetings*

**GOVERNMENT CODE**

*54953 Meetings to be open and public; attendance*

**ATTORNEY GENERAL OPINIONS**

*68 Ops.Cal.Atty.Gen. 65 (1985)*

*59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)*

**Board Bylaw Revised/Adopted: May 29, 2013**

**Previous Adoption: June 26, 2003**

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*Menlo Park City School District  
Atherton, CA*

## **San Mateo-Foster City SD | BB 9100 Board Bylaws**

### **Organization**

#### **Annual Organizational Meeting**

The Board of Trustees shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and vice president from its members
2. Appoint a secretary to the Board
3. Authorize signatures
4. Develop a schedule of regular meetings for the year
5. Develop a Board calendar for the year
6. Designate Board representatives

(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings and Notices)

#### **Election of Officers**

Upon election to the Board of Trustees, Board members will be seated in order of the number of votes received, in decreasing order. Re-elected Board members shall be seated ahead of newly elected Board members. Board members will rotate seats annually, moving from trustee to clerk to vice president to president. Exceptions to this rotation can be made by the Board.

#### **Legal Reference:**

##### **EDUCATION CODE**

5017 Term of Office

35143 Annual organizational meeting date, and notice

35145 Public meetings

##### **GOVERNMENT CODE**

54953 Meetings to be open and public; attendance

##### **ATTORNEY GENERAL OPINIONS**

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

Bylaw SAN MATEO-FOSTER CITY SCHOOL DISTRICT

adopted: June 5, 2014 Foster City, California

## Organization

### Annual Organizational Meeting

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates

(cf. 9140 - Board Representatives)

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9230 - Orientation)

(cf. 9240 - Board Development)

(cf. 9320 - Meetings and Notices)

(cf. 9323 - Meeting Conduct)

### Election of Officers

The Board shall each year elect one of its members to be clerk. This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as clerk, the member shall serve the next year as vice president.

After one year as vice president the elected member shall serve one year as president of the Board. Should the incoming president of the Board choose not to accept the office of president, the board shall advance the rotation, with the incoming president that declines the office becoming one of the members at large and all other members moving forward in the rotation of officers of the board.

(cf. 9224 - Oath or Affirmation)

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

Legal Reference:

#### EDUCATION CODE

5017 Term of office

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54953 Meetings to be open and public; attendance

#### ATTORNEY GENERAL OPINIONS

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

Bylaw CABRILLO UNIFIED SCHOOL DISTRICT

adopted: December 11, 2008 Half Moon Bay, California

revised: January 26, 2016

## **Organization**

### **Annual Organizational Meeting**

The Governing Board shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Rotate a president and a clerk and vice president positions from its members
2. Appoint a secretary to the Board
3. Authorize signatures
4. Develop a schedule of regular meetings for the year
5. Develop a Board calendar for the year
6. Designate Board representatives

(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings and Notices)

### **Rotation of Officers**

The Board shall each year rotate its members to be (clerk) and (vice president and president). These members shall be ones who previously had not served in office, unless all the Board's members have previously served in office, excluding new members to the Board.

(cf. 9224 - Oath or Affirmation)

### **Legal Reference:**

#### **EDUCATION CODE**

##### **5017 Term of Office**

##### **35143 Annual organizational meeting date, and notice**

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#### **ATTORNEY GENERAL OPINIONS**

##### **68 Ops.Cal.Atty.Gen. 65 (1985)**

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

Bylaw SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: September 27, 2012 South San Francisco, California

## **Belmont-Redwood Shores SD | BB 9100 Board Bylaws**

### **Organization**

#### **Annual Organizational Meeting**

The Board of Trustees shall hold an annual organizational meeting within the time limits prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president, vice president and a clerk from its members
2. Appoint a secretary to the Board (who shall be the Superintendent unless decided otherwise)
3. Authorize signatures
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5. Develop a Board calendar for the year
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(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings and Notices)

#### **Election of Officers**

Officers will serve a one-year term. It is the policy of this Board to rotate its officers on an annual basis, whenever practicable, thereby giving maximum opportunity for each Board member to serve during his/her four year term, in all the offices. Board members reserve unto themselves the right to decline officer service at anytime in the rotation process. As a general rule Board members will not be reelected to the same office until all Board members have had an opportunity to rotate through the offices. Exceptions may be necessary as a result of Board member resignations or election of new members to the Board.

Election of the President, Vice President, and Clerk shall require a majority vote of the members of the Board.

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35143 Annual organizational meeting date, and notice

35145 Public meetings

##### **GOVERNMENT CODE**

54953 Meetings to be open and public; attendance



## ATTORNEY GENERAL OPINIONS

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

Bylaw BELMONT-REDWOOD SHORES SCHOOL DISTRICT

adopted: April 21, 2005 Belmont, California