

**CLASSIFICATION:** Bylaws of the Board

**ADOPTED:** 3/8/95  
**REVISED:** (DATE)  
**REVIEWED:** (DATE)

**SUBJECT:** Board Officers

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The County Board of Education (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. He/she shall:

1. Consult with the County Superintendent of Schools on agendas of the Board
2. Call the meeting to order at the appointed time
3. Announce the business to come before the County Board in its proper order
4. Enforce the County Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
5. Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference
6. Explain what the effect of a motion would be if it is not clear to every member
7. Restrict discussion to the question when a motion is before the County Board
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote
10. Be responsible for the orderly conduct of all County Board meetings

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 action of the County Board

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2. Calling such meetings of the County Board as he/she may deem necessary, giving notice as prescribed by law
3. Confer with the County Superintendent of Schools on crucial matters that may occur between Board meetings
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. Subject to County Board approval, appointing and dissolving all committees
6. Subject to County Board approval, appointing County Board members to serve as representatives on committees on matters of concern to the County Board, the county office of education, or the districts, schools, and students within its jurisdiction
7. Representing the County Board as spokesperson

When the President 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 choose a president pro tempore to perform the President's duties.

#### Vacancies

If the office of the President is vacated for any reason, the Vice President shall become President for the remainder of the calendar year, and the office of Vice President shall be vacated.

If the office of Vice President is vacated for any reason, the vacancy shall be filled by appointment by the majority of the Board, if it desires to do so, and the appointee shall hold office for the remainder of the calendar year.

**SAN DIEGO COUNTY OFFICE OF EDUCATION**

**DRAFT 3/7/17**  
**BYLAW NO. 9121**

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If the offices of President and Vice President are vacated at the same time for any reason, the vacancies shall be filled by appointment by the majority of the Board for the remainder of the calendar year.

Secretary to the County Board

The County Superintendent of Schools shall serve as ex-officio secretary to the County Board.

**Derivation:**

Former Board Bylaw Nos. 9121, 9121.1, and 9122 Adopted 3/8/95, Amended 1/9/08.  
Amended, Renamed, and Renumbered 9121 (DATE).

**Legal Reference:**

Education Code  
1009, 1010, 1012  
Government Code  
54950-54963

**Management Resources:**

*A Call to Order*, rev. 2015; *CSBA Professional Governance Standards*, 2000; *Maximizing School Board Leadership: Boardsmanship*, 1996, California School Boards Association:  
[www.csba.org](http://www.csba.org)  
California County Boards of Education: [www.theccbe.org](http://www.theccbe.org)