



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.  
County Superintendent of Schools

November 6, 2019

TO: District Superintendents  
School District Board Presidents

FROM: Dr. Mary Ann Dewan, County Superintendent 

SUBJECT: NAMING THE BOARD REPRESENTATIVE FOR THE COUNTY  
COMMITTEE

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Enclosed is a copy of the certificate for this year's naming of the County Committee Board Representative. The purpose of the certificate is to name a board member to complete the County Committee Election ballot that comes to each district in late October/early November; the board member indicated on this form will vote in the 2020 County Committee election. This is a requirement per Education Code 35023.

***The County Committee Board Representative is NOT required to attend County Committee meetings.***

Instructions for completing and returning the certificate are contained in the enclosed document. Please scan and email forms to [suzanne\\_carrig@sccoe.org](mailto:suzanne_carrig@sccoe.org).

Please return certificates by February 2020.

If you have any questions regarding this matter, please contact Suzanne Carrig at [suzanne\\_carrig@sccoe.org](mailto:suzanne_carrig@sccoe.org) or (408) 453-6869. Thank you.

**SCHOOL DISTRICT  
CERTIFICATE  
NAMING THE BOARD REPRESENTATIVE  
FOR THE COUNTY COMMITTEE ELECTION**

The California Education Code requires that the governing board of each school district, at its annual initial meeting, select one of its members to vote in the election for members of the County Committee on School District Organization. The relevant Education Code Section is as follows:

**§ 35023. Election of representative for county committee**

The governing board of each school district of every kind or class shall annually at its initial meeting select one of its members as its representative who shall have one vote for each member to be elected to the county committee as provided by Article 1 (commencing with Section 4000 of Chapter 1 of Part 3). The secretary or clerk of the district shall furnish the county superintendent with a certificate naming the representative selected by the board.

To comply with the Education Code, please provide the information requested below and return to the address below.

**Name of School District** \_\_\_\_\_

**Name of Board Member  
Selected to Vote in the  
County Committee Election** \_\_\_\_\_

**Date of the Board Meeting  
at Which the Above Board  
Member was Selected** \_\_\_\_\_

**Signature of the  
Secretary or Clerk  
of the District** \_\_\_\_\_

Please email completed Certificate to: [suzanne\\_carrig@sccoe.org](mailto:suzanne_carrig@sccoe.org)

If you have any questions regarding this procedure, please call (408) 453-6869.