

**CLASSIFICATION: Bylaws of the Board**

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

**SUBJECT: Orientation**

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County Board Candidate Orientation

Orientation shall be offered by the County Superintendent of Schools for County Board of Education (County Board) candidates so that insofar as possible, a new member will be prepared to discuss and cast informed votes on matters before the County Board from the time that he/she is sworn into office.

The County Board and staff will seek to be impartial as they cooperate in the orientation of County Board candidates. The County Board expects the candidates to recognize that until and unless elected to the County Board their official status is that of other members of the public, and thus are not entitled to privileged information discussed in closed session.

During the period of their candidacy, all candidates are urged to attend public meetings of the County Board. Upon request, public information about the San Diego County Office of Education will be made available to them.

Additionally, the County Board urges the County Superintendent of Schools to cooperate impartially with all candidates in providing them with information about the office governance, County Board operations, and office programs. This cooperation may include:

1. Notification of public meetings of the County Board, with agenda and related materials provided
2. Meeting with candidate(s) to provide background information on the SDCOE and County Board service and/or arranging such other candidate orientation sessions as he/she finds desirable
3. Providing each candidate with information published by the California School Boards Association on the powers and duties of boards and other association materials germane to County Board service
4. Making arrangements for the candidates to review the County Board policies, administrative regulations, and other publications of the County Office of Education

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County Board Member-Elect Orientation

The County Board and the County Superintendent shall assist each new member-elect to understand the County Board's functions, policies, and procedures, and the general operation of the County Office of Education as quickly after the election as possible.

All members-elect shall be provided access to all information covered under the Public Records Act and be invited on an impartial basis to all County Board of Education activities not prohibited by the Brown Act.

The following methods shall be used as a basis for orientation with such other materials and experiences upon which the County Board President, the County Superintendent, and the member-elect may agree:

1. The member-elect will be given materials on the function of the County Board and the County Office of Education, such as Open Meeting Laws/Ralph M. Brown Act and governance publications of the California School Boards Association.
2. The member-elect will be invited to attend County Board meetings open to the public that occur between the election and the date the member takes office. This includes study sessions or special meetings of the County Board that are held in open session.
3. The member-elect will be invited to meet with the County Board President, County Superintendent of Schools, and/or designated staff of the County Superintendent to discuss services they perform as members of the County Board of Education and the role of the County Office of Education.
4. The member-elect will be informed of the online accessibility of the County Office of Education Policy Manual, which includes all board policies, administrative regulations, and board bylaws, and of the availability of other pertinent materials. Copies of these materials will be provided upon request.

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5. The member-elect may attend, as appropriate, at County Office of Education expense, workshops conducted by the California Department of Education and/or the California Schools Boards Association or other agencies.
6. The member-elect will be invited to visit County Office of Education programs through arrangements made by the Office of the County Superintendent of Schools.

Items to be Provided to County Board Members-Elect on a Regular Basis

1. A complete County Board agenda packet once a month prior to the regular meeting of the County Board.
2. Notification and agenda packet for upcoming study sessions or special meetings of the County Board that are held in open session.
3. A current staff development calendar and announcements of upcoming workshops sponsored by the County Office of Education.
4. Electronic access to daily news clips distributed by the County Office of Education Communications Unit.

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**Derivation:**

Adopted 3/8/95. Amended 12/9/98, (DATE).

**Legal Reference:**

Education Code

1096, 33360, 33362-33363, 35160.1

Elections Code

13307, 20440

Government Code

54950-54963, 54952.1, 54952.7

**Management Resources:**

*The Brown Act: School Boards and Open Meeting Laws*, rev. 2014; *A Call to Order*, 2015;  
*Professional Governance Standards for County Boards*, October 2014: California School  
Boards Association: [www.csba.org](http://www.csba.org)  
*County Board Member Handbook: A Guide to Effective Governance*, California County  
Boards of Education, 2015: [www.theccbce.org](http://www.theccbce.org)  
California Fair Political Practices Commission: [www.fppc.ca.gov](http://www.fppc.ca.gov)