



Santa Clara County Office of Education

Jon R. Gundry
County Superintendent of Schools

November 17, 2015

TO: District Superintendents
School District Board Presidents

FROM: Suzanne Carrig, Office of the Superintendent

SUBJECT: NAMING THE BOARD REPRESENTATIVE FOR THE COUNTY
COMMITTEE

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 November; the board member indicated on this form will vote in the 2016 County Committee election. ***The County Committee Board Representative is NOT required to attend County Committee meetings.*** Instructions for completing and returning the certificate are contained in the document. Forms can be emailed back to suzanne_carrig@sccoe.org or faxed to (408) 453-6869. Please return certificates by February 2016.

If you have any questions regarding this matter, please contact me via email or at (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 return this Certificate to:

**Suzanne Carrig
Mail Code 243
Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131
Fax: (408) 453-6525 email: suzanne_carrig@sccoe.org**

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