

Salinas Union High School District

SECRETARY

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda

(cf. [9322](#) - Agenda/Meeting Materials)

2. Record, distribute and maintain the Board minutes

(cf. [9324](#) - Minutes and Recordings)

3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board
7. Sign the minutes of the Board meeting following its approval.

The Superintendent shall in the case of his/her absence, name a temporary replacement. In the case of a prolonged absence, the Board shall meet and name as a temporary replacement one of the assistant superintendents.

(cf. [2111](#) - Superintendent Governance Standards)

Legal Reference:

EDUCATION CODE

[35025](#) Secretary and bookkeeper

[35143](#) Annual organizational meetings; dates and notice

[35250](#) Duty to keep certain records and reports

GOVERNMENT CODE

[54950-54963](#) Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

Bylaw adopted: 11/24/81

Renumbered from 9123: 6/22/90

Reviewed: 4/27/04