
FRESNO COUNTY BOARD OF EDUCATION

Board Bylaws**PRESIDENT AND OTHER OFFICERS**

At the annual organization meeting, the County Board shall elect among its members a president and another as vice president to provide leadership on behalf of the County Board and the educational community it serves.

President

The president shall preside at all meetings of the County Board, maintain order, and enforce the rules of the County Board at all meetings.

The president shall have the same rights as other members of the County Board, including the right to move, second, discuss, and vote on any and all matters before the County Board.

To ensure that County Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

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

Unless the County Board directs or delegates otherwise, the president shall sign all instruments, acts, and orders necessary to comply with legal requirements and carry out the actions of the County Board.

The president may call special meetings whenever, in the president's judgment, the exigencies of the schools require them to be held. (Education Code 1012.) Upon the request of any three members, in writing, the president shall call a special meeting of the County Board. (Education Code 1012.)

FRESNO COUNTY BOARD OF EDUCATIONVice President

When the president resigns or is absent or disabled, the vice president shall perform all of the president's duties. When both the president and the vice president are absent or disabled, the members present shall, by majority vote of those present, elect a president pro tempore to perform the president's duties.

Secretary/Executive Officer

The County Superintendent shall act as ex officio secretary and executive officer of the County Board. As ex officio secretary and executive officer, the County Superintendent shall:

1. In conjunction with the president of the County Board, construct the County Board agenda.
2. Prepare and handle the County Board minutes.
3. Act as custodian for all County Board records and documents.
4. Prepare a tentative calendar of County Board meeting dates for the year next ensuing for the consideration of the County Board at its annual organization meeting.
5. Submit to the president of the County Board all correspondence addressed to the president or the County Board.
6. Handle any other duties or activities as authorized by the County Board.

Adopted: 04/20/1998 (Board Bylaw No. 9120)

Amended: 11/15/2018, 09/21/2023

Legal ReferencesEducation Code

- 1009 Annual organization of Board
- 1010 Ex Officio secretary
- 1012 Special meetings
- 1016 Special meeting business
- 1040 Duty to adopt rules for its own government
 - Powers of board (to adopt rules for its own governance)
- 1042 Powers of boards
- 5094 Power to fill district board vacancies

Government Code

- 54950-54963 Ralph M. Brown Act

FRESNO COUNTY BOARD OF EDUCATION

Management Resources

CSBA Publications

Call to Order: A Blueprint for Great Board Meetings, 2018

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Board membership, 1996

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