

LODI UNIFIED SCHOOL DISTRICT

Bylaw 9122

Bylaws of the Board

Secretary

The Board of Education 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
- 2) Record, distribute and maintain the Board minutes
- 3) Maintain Board records and documents
- 4) Conduct official correspondence for the Board
- 5) As directed by the Board, sign and execute official papers

Legal References: 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

Bylaw
adopted: 11/04/03