

October 3, 2023

To: District Superintendents in San Bernardino County

Subject: **ANNUAL ORGANIZATIONAL MEETING OF GOVERNING BOARDS**

Education Code Sections 5017, 35143 and 72000(c)(2)(A) require that governing boards hold an annual organizational meeting and that each member of the board be notified in writing of the date and time selected. The organizational meeting must be held at the first meeting within fifteen days commencing with and including the second Friday in December (December 8 - December 22). The organizational meeting must be selected by the board at its regular meeting held immediately prior to the first day of this 15-day period. Please determine the date of your organizational meeting and notify this office immediately, in accordance with the law, on the enclosed **Organization Meeting Form**.

The following items must be determined at your organizational meeting:

1. The governing board of each type of school district, except a community college district and city boards of education, shall elect one of its members clerk of the district [E.C. 35143].
2. Each governing board consisting of five or more members and each city board of education shall elect a president from among its members [E.C. 35022 and 35143]. Community colleges shall elect a president and secretary [E.C. 72000(c)(2)(C)].
3. The governing board of each type of school district and community college district shall select one of its members to serve as its voting representative/elector at the annual fall meeting of school and community college district representatives [E.C. 4005]. Each representative shall have one vote for each vacant position to be filled at the 2024 election of members to the County Committee on School District Organization [E.C. 35023 and 72403].

Immediately following your organizational meeting as required by E.C. Sections 35023, 35143 and 35022, please complete and return the **Certificate of Election of Board President and District Clerk** to my office.

Sincerely,



Ted Alejandre
County Superintendent

ORGANIZATION MEETING

The annual organizational meeting of the

School District

will be held at _____ p.m. on _____ 2023.

Superintendent/Clerk

As soon as the date is determined return to:

Mr. Ted Alejandre
San Bernardino County Superintendent of Schools
601 North E Street
San Bernardino, CA 92415