

# CSBA Sample

## Board Bylaw

### Board Bylaws

BB 9121(a)

### PRESIDENT

Note: Education Code 35022 requires any board with five or more members to elect a president from among its members. The election of the Governing Board president at the annual organizational meeting is addressed in BB 9100 - Organization.

The law does not specify the duties of a Board president. The following **optional** bylaw details some typical duties of a Board president, ~~as outlined in CSBA's publication Board Presidents' Handbook~~ and should be modified to reflect district practice.

The Governing Board shall elect a president from among its members to provide leadership on behalf of the **Board governance team** and the educational community it serves.

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

*(cf. 9100 - Organization)*

~~The president shall preside at all Board meetings. He/she shall:~~ **To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:**

1. Call such meetings of the Board as he/she may deem necessary, giving notice as ~~prescribed~~ **required by law**

*(cf. 9320 - Meetings and Notices)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

2. Consult with the Superintendent or designee on the preparation of Board meeting agendas

*(cf. 9322 - Agenda/Meeting Materials)*

- ~~1.~~ **3.** Call the meeting to order at the appointed time **and preside over the meeting**

- ~~2.~~ **4.** Announce the business to come before the Board in its proper order

- ~~3.~~ **5.** Enforce the Board's ~~policies~~ **bylaws** relating ~~ing~~ to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act

- ~~4.~~ **6.** Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

- ~~5.~~ **Explain what the effect of a motion would be if it is not clear to every member**

**PRESIDENT** (continued)

~~6. Restrict discussion to the question when a motion is before the Board~~

**7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused**

~~7.~~ **8.** Rule on issues of parliamentary procedure

~~8.~~ **9.** Put motions to a vote, and **state** clearly **state** the results of the vote

~~9. Be responsible for the orderly conduct of all Board meetings~~

*(cf. 9323 - Meeting Conduct)*

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

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

**1. Signing all instruments, acts, and orders, and resolutions necessary to comply with legal requirements and** carry out ~~state requirements and~~ the will of the Board

~~2. Consulting with the Superintendent or designee on the preparation of the Board's agendas~~

*(cf. 9322 - Agenda/Meeting Materials)*

~~3.~~ **2.** Working with the Superintendent **or designee** to ensure that Board members have necessary materials and information

~~4.~~ **3.** Subject to Board approval, appointing and dissolving all committees

*(cf. 9130 - Board Committees)*

~~5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law~~

*(cf. 9320 - Meetings and Notices)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

- 6. 4. In conjunction with the Superintendent or designee, Representing the district as governance the Board's spokesperson in communications with the media in conjunction with the Superintendent**

BB 9121(c)

**PRESIDENT (continued)**

*(cf. 1112 - Media Relations)*

- 5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels**

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

Note: The following paragraph is optional. See CSBA's web site for information about CSBA's Board President's Workshop and other education opportunities that could assist board presidents in fulfilling their responsibilities, such as the Brown Act workshop, Annual Education Conference and Trade Show, and Masters in Governance program.

The president ~~shall~~ **is encouraged to** participate in the California School Boards Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.

*(cf. 9240 - Board Training)*

Note: Districts should select the appropriate option below.

~~**OPTION 1:** When the president resigns or is absent or disabled, the clerk shall perform the president's duties. When both the president and clerk are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties.~~

**OPTION 2:** When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.

*(cf. 9123 - Clerk)*

*Legal Reference: (see next page)*

**PRESIDENT** (continued)

*Legal Reference:*

EDUCATION CODE

35022 *President of the board*

35143 *Annual organizational meetings; dates and notice*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

*Management Resources:*

CSBA PUBLICATIONS

***Call to Order: A Blueprint for Great Board Meetings, 2015***

*Board Presidents' Handbook, revised 2002*

*CSBA Professional Governance Standards, 2000*

~~*Maximizing School Board Leadership: Boardsmanship, 1996*~~

WEB SITES

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

Attachment J- BB 9121 President  
Use CSBA Sample with Additional Revisions

(9/89 7/03) 7/17

**Policy Reference UPDATE Service**

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