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DATE: October 22, 2012

TO: District Superintendents

FROM: Kenneth M. Young, Riverside County Superintendent of Schools

SUBJECT: **Annual Organizational Meeting of Governing Board**

Attached is a Certification Form 3806 to report the selection of day, time, and place of your district board's Annual Organizational Meeting. **Please complete this form and return it to Monica Martinez, Administrative Assistant to the Board of Education, on or before Wednesday, November 28, 2012**.

Responsibility of Governing Board

In accordance with the Education Code, the governing board of each school district shall hold an Annual Organizational Meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Annual Organizational Meetings, in years in which no such regular election for governing board members is conducted, shall be held during the same 15-day period on the calendar. **This year, the dates are December 7 through December 21, 2012.** Unless otherwise provided by rule of the governing board, the day and time of the Annual Organizational Meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the County Superintendent of Schools of the day and time selected. The clerk of the board shall, within 15 days prior to the date of the Annual Organizational Meeting, notify in writing all members and members-elect of the date and time selected. If the board fails to select a day and time for the annual meeting, the County Superintendent of Schools shall designate, within the 15-day period, the day and time of the meeting. *(E.C. Section 35143)*

The Oath of Office must be administered before any officer enters on the duties of his/her office. *(E.C. Section 60 and Govt. Code Section 1360)* If the Oath of Office has been administered, the term of office for a newly elected board member begins **Friday, December 7, 2012**. *(E.C. Section 5017)* The Oath of Office may be administered at the organizational meeting. An Oath of Office form is furnished by the Registrar's Office.

Community College District

At the Annual Organizational Meeting, the governing board of a community college district shall organize by electing a president from its members and a secretary *(E.C. Section 72000(2)).*

City and Unified School District

At the Annual Organizational Meeting, each city board of education shall organize by electing a president from its members *(E.C. Section 35143)*. Whenever a unified school district has within its boundaries a chartered city with a population of more than 8,000 or whenever the average daily attendance of a unified school district is 1,500 or more, for all purposes the district shall be deemed a city school district governed by a city board of education, and the governing board thereof shall be deemed a city board of education *(E.C. Section 5206)*. The board of education of a unified school district that meets the standards of Education Code section 5206 is required to elect a president at the Annual Organizational Meeting. A unified school district with five board members that does not meet the standards of Education Code Section 5206 would be required to elect a president and a clerk *(E.C. Section 35022, 35143, and 5206)*.

High School District

At the Annual Organizational Meeting, the governing board of each high school district, union high school district, and joint union high school district shall organize by electing a president from its members and a clerk *(E.C. Section 35143)*.

Elementary School District

At the Annual Organizational Meeting, the governing board of an elementary school district with five or more board members shall elect a president and a clerk from among its members *(E.C. Section 35022 and 35143)*. At the Annual Organizational Meeting, the governing board of an elementary school district with less than five board members is required to elect one of its members as clerk *(E.C. Section 35143)*.

Selection of Representative to Vote in the
Annual County Committee on School District Organization Election

The governing board of each school district of every kind or class shall annually, at its initial meeting, select one of its members as its representative, who shall have one vote for each member to be elected to the county committee.

The secretary or clerk of the district shall furnish the County Superintendent of Schools with a certificate naming the representative selected by the board *(E.C. Section 35023) (72403 community college district)*.

After the Annual Organizational Meeting, please complete and return to Monica Martinez, no later than December 21, 2012, the enclosed form 3807 relating to the election of the governing board president, vice president (if one is elected), and clerk, the member selected to represent the school district at the annual election of members of the county committee, and the date, time, and place of regular meetings.

For your convenience, we have enclosed a copy of Secretary of State Form NP/SF 405 Rev. 03/2005, "Statement of Facts Roster of Public Agencies Filing" amendment to be filed with the Secretary of State within ten days after any change of facts required to be stated pursuant to *Government Code Section 53051(b)*.

If you have any questions regarding the Annual Organizational Meeting, please call Monica at (951) 826-6674.

KMY:mm
Enclosures