



## Memorandum

**DATE:** October 29, 2021

**TO:** District Superintendents

**FROM:** Edwin Gomez, Ed.D., Riverside County Superintendent of Schools

**RE:** Annual Organizational Meeting of the 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 Jessica Villa on or before Wednesday, November 17, 2021.

### **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 10, 2021 through December 25, 2021.** 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 the \*second Friday in December. (AB 2449 & E.C. Section 5017) The Oath of Office may be administered at the organizational meeting.

**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 Districts**

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 the attached form 3807 to Jessica Villa no later than Friday, January 7, 2022.

Annual Organizational Meeting

October 29, 2021

Page 3

For your convenience, we have attached copies of the following documents:

1. Form 3806 – Selection of Annual Organizational Meeting Date – (submit to Jessica Villa)
2. Form 3807 – Annual Certification of Governing Board Officers – (submit to Jessica Villa)
3. Oath of Office Form – (Original to County Clerk, copy to County Superintendent’s office)
4. Secretary of State Form NP/SF 405 Rev. 12/2019 - “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).)
5. County Committee on School District Organization – FAQ’s
6. Education Code Section 35143
7. Education Code Section 72000
8. Education Code Section 5017
9. Education Code Section 35023

If you have any questions regarding the Annual Organizational Meeting process, please call Jessica Villa at (951) 826-6526.

EG:RE:jv

Attachments