

## **COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION**

### **Authorization**

In this policy the County Board of Education is referred to as the *Board*, the Committee on School District Organization as the *Committee* and the County Superintendent of Schools as the *Superintendent*.

This County Board has been authorized by the California State Board of Education to be the Committee as permitted by Education Code 4020-4021.

### **Function of Committee**

In accordance with the Education Code, the County Committee on School District Organization shall carry out its duties in the processes dealing with unification of school districts, transfer of school district territory, establishment of school district trustee areas, size of membership in a School Board, alternate methods of electing School Board Members, adjustment of school district trustee area boundaries and the lapsation of school districts.

### **County Superintendent of Schools**

The Superintendent, who is the Secretary to the Committee, and his/her staff shall be available to render professional assistance to the Committee. He/she shall as part of the overall budget of the County Office of Education, establish an annual budget for the Committee which realistically expresses the financial needs of the Committee. The Superintendent shall at the direction of the Committee send notices and agenda for its meetings, maintain an accurate record of committee business and actions, and maintain such written records and tape recordings in a secure manner.

### **Meetings**

Meetings of the committee may be called by the chairperson or by a quorum of the committee. Four (4) members of the committee shall constitute a quorum.

On the same day that the Board holds its organizational meeting, there shall be an organizational meeting of the committee to elect a chairperson and vice chairperson and make any necessary plans for future business of the committee. The chairperson is eligible to succeed herself/himself as chairperson only once, unless no member, other than the chairperson, offers to serve as chairperson.

**COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION**

In setting the time and location of its meetings the Committee shall consider school districts involved and convenience of time for likely participants in the meeting.

Notices and agenda of meetings shall be posted and mailed in the same manner as those for meetings of the Board. A special communication on the meetings of the Board shall be sent to every school district directly involved in the business of the meeting.

A written agenda shall be prepared for a meeting and sent with the notice of the meeting. Copies of pertinent information and supportive material for agenda items shall be available for the public at each meeting.

The chairperson of the Committee shall inform all persons attending a meeting as to the procedures for comment and testimony, and make serious endeavor to obtain all pertinent input from persons attending the meeting.

Committee action shall require a majority vote (4) of the membership of the Committee.

If the sole reason for calling a meeting of the Committee is to report the approval by the Committee of the minutes of a previous meeting, then such meeting shall not be called. The minutes of such a meeting may be approved by the Chairperson of the Committee.

**Records**

An accurate record of meetings along with pertinent related material shall be maintained and filed. The written records are public records and are available to the public for reading and copying during the regular business hours of the County Office of Education.

Reference: Education Codes Sections 4012, 4013, 4020, 4021

Approved: 8/17/94

Reviewed: 8/87; 2/20/91; 7/13/94; 1996; 1999; 10/2002; 5/2011

Revised: 1/20/93; 7/13/94; 12/08/99; 11/06/02; 6/1/2011