



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Bylaws of the Board

### Secretary

The Superintendent shall be the Chief Executive Officer and permanent secretary of the Governing Board. As secretary, he/she shall prepare agendas for all meetings and conduct official correspondence for the Board.

### Legal Reference:

#### EDUCATION CODE

35025 Secretary and bookkeeper

35034 District superintendent of certain unified districts (acts as secretary of the board)

35250 Duty to keep certain records and reports

Bylaw adopted  
by the Board: 1/13/87