



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.
County Superintendent of Schools

December 1, 2020

TO: District Superintendents
School District Board Presidents

FROM: Suzanne Carrig, Director of Policy Development & Administrative
Programs

SUBJECT: NAMING THE BOARD REPRESENTATIVE FOR THE COUNTY
COMMITTEE

Enclosed is a copy of the certificate for this year's naming of the County Committee Board Representative. The purpose of the certificate is to name a board member to complete the County Committee Election ballot that comes to each district in late October/early November; the board member indicated on this form will vote in the **2021** County Committee election. This is a requirement per Education Code 35023.

The County Committee Board Representative is NOT required to attend County Committee meetings.

Instructions for completing and returning the certificate are contained in the enclosed document. Please scan and email forms to **scarrig@sccoe.org**.

Please return certificates by February 2021.

If you have any questions regarding this matter, please contact Suzanne Carrig at scarrig@sccoe.org or (408) 453-6869. Thank you.

**SCHOOL DISTRICT
CERTIFICATE
NAMING THE BOARD REPRESENTATIVE
FOR THE COUNTY COMMITTEE ELECTION**

The California Education Code requires that the governing board of each school district, at its annual initial meeting, select one of its members to vote in the election for members of the County Committee on School District Organization. The relevant Education Code Section is as follows:

§ 35023. Election of representative for county committee

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 as provided by Article 1 (commencing with Section 4000 of Chapter 1 of Part 3). The secretary or clerk of the district shall furnish the county superintendent with a certificate naming the representative selected by the board.

To comply with the Education Code, please provide the information requested below and return to the address below.

Name of School District _____

**Name of Board Member
Selected to Vote in the
County Committee Election** _____

**Date of the Board Meeting
at Which the Above Board
Member was Selected** _____

**Signature of the
Secretary or Clerk
of the District** _____

Please email completed Certificate to: **scarrig@sccoe.org**

If you have any questions regarding this procedure, please call (408) 453-6869.