

Article 9
Board Bylaws
BB 9123

Clerk

01 Clerk

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03 ~~The Governing Board shall appoint a clerk of the Board, selected from its own~~
04 ~~membership, and the annual organizational meeting of the Board.~~

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06 ~~The duties of the clerk shall be to keep certain records and make certain~~
07 ~~reports as required in Education Code Section 35250, except for those~~
08 ~~delegated by the Governing Board to the Superintendent.~~

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10 ~~The clerk shall also perform any other duties as may be prescribed by the~~
11 ~~Governing Board.~~

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14 The Governing Board shall elect a Clerk from its own membership at the
15 annual organizational meeting.

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17 The duties of the Clerk shall be to:

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19 1. Certify or attest to actions taken by the Board when required.

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21 2. Maintain such other records or reports as required by law.

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23 3. Sign documents on behalf of the district as directed by the Board.

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25 4. Serve as presiding officer in the absence of the President and Vice
26 President.

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28 5. Notify Board members and members-elect of the date and time for the
29 annual organizational meeting.

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31 6. Perform any other duties assigned by the Board.

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33 Legal Reference:

34 EDUCATION CODE

35 17593 Repair and supervision of property (duty of District clerk)

36 35036 Powers and duties of the clerk in certain districts

37 35037 Clerk must be a Board member

38 35038 Appointment of clerk by county superintendent of schools

39 35039 Dismissal of clerk

40 35040 Duties of clerk

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41 35121 Appointment of clerk in certain city and high school districts
42 35143 Annual organizational meetings
43 35250 Duty to keep certain records and reports
44 38113 Duty of clerk (re provision of school supplies)
45 GOVERNMENT CODE
46 54950-54963 Ralph M. Brown Act
47
48 Management Resources:
49 CSBA PUBLICATIONS
50 CSBA Professional Governance Standards, 2000
51 Maximizing School Board Leadership: Boardsmanship, 1996
52 WEB SITES
53 CSBA: <http://www.csba.org>
54
55 (9/88 7/03) 3/11
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57
58 Adopted: 1/08/85
59 Revised: 1/12/99, _____
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