

SUBJECT: CLERK
ORIGINATING OFFICE: SUPERINTENDENT
EFFECTIVE: OCTOBER 13, 2015
REVISED:

The Board of Trustees shall elect a clerk from its own membership at the annual organizational meeting. (Education Code 35143)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president
5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

Legal Reference:

EDUCATION CODE

17593 *Repair and supervision of property (duty of district clerk)*
35038 *Appointment of clerk by county superintendent of schools*
35039 *Dismissal of clerk*
35121 *Appointment of clerk in certain city and high school districts*
35143 *Annual organizational meetings*
35250 *Duty to keep certain records and reports*
38113 *Duty of clerk (re provision of school supplies)*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>