

CLERK

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

(cf. 9100 - Organization)

The clerk of the Board shall be elected for a term of one (1) year at the annual organizational meeting. In case of resignation as clerk, a successor to the unexpired term shall be elected in accordance with the procedures set forth in the case of the president.

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Ensure maintenance of all books and records of the Board in an appropriate place where they shall be available during business hours to all members of the Board and all citizens of the district
3. Procure all forms required for making reports to the County Superintendent of Schools
4. Maintain such other records or reports as required by law
5. Sign documents on behalf of the district as directed by the Board
6. Shall give notice, in the name of the Board, for the making of the annual budget of the district and of the date set for public hearing
7. Shall give notice in the name of the Board for calling of bids for the purchase of materials, supplies, construction work, etc.
8. Serve as presiding officer in the absence of the president and vice president

(cf. 9121 - President)

9. Notify Board members and members-elect of the date and time for the annual organizational meeting
10. Perform any other duties assigned by the Board

Legal Reference: (see next page)

CLERK (continued)

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: Boardmanship, 1996

WEB SITES

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