

## **Clerk**

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

*(cf. 9100 - Organization)*

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

*(cf. 9121 - 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: Boardmanship, 1996*

#### **WEB SITES**

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

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