

Twin Rivers USD

Board Bylaw

Clerk

REVISED

BB 9123

Board Bylaws

At the annual organizational meeting, the Board of Trustees shall elect a Clerk from its own membership. (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 the minutes of Board meetings following their approval

(cf. 9324 - Minutes and Recordings)

4. Sign documents on behalf of the district as directed by the Board
5. Serve as presiding officer in the absence of the President and Vice President

(cf. 9121 - President)

6. Notify Board members and members-elect of the date and time for the annual organizational meeting

~~6.7.~~ 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>

Bylaw	TWIN RIVERS UNIFIED SCHOOL DISTRICT	
adopted:	March 18, 2008	McClellan, California
revised:	Month XX, 2017	