

**Bylaws of the Board**

BB 9123

**CLERK**

Note: This policy is **optional** for districts that maintain a clerk.

At the annual organizational meeting, the Governing Board shall appoint a clerk from its own membership.

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 the Board meetings following their approval
4. Sign documents as directed by the Board on behalf of the district, and sign all other items which require the signature of the clerk
5. Serve as presiding officer in the absence of the president
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)*

Adopted: March 11, 2004

GRAVENSTEIN UNION SCHOOL DISTRICT  
Sebastopol, California