

Board Bylaws

CLERK

At the annual organizational meeting, the Governing Board 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

(cf. 9121 - President)

6. Perform any other duties assigned by the Board

Legal Reference: (on 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: Boardsmanship, 1996*

WEB SITES

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

Bylaw
adopted: April 14, 1997
revised: April 13, 2004
revised: March 8, 2011

VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California