

Bylaw 9123: Clerk

Status: ADOPTED

Original Adopted Date: 09/01/1988 | **Last Revised Date:** 03/01/2011 | **Last Reviewed Date:** 03/01/2011

CSBA NOTE: The following optional bylaw is for use by any board other than a city board of education governed by a city charter. Any board other than a city board of education is required by Education Code 35143 to elect a clerk from among its members at the annual organizational meeting. See BB 9100 - Organization for other requirements pertaining to the annual organizational meeting. This bylaw is not intended to address a situation where a non-member of the Board is appointed clerk to perform certain responsibilities.

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

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

CSBA NOTE: Districts without a vice president should modify the following paragraph accordingly.

4. Serve as presiding officer in the absence of the president and vice 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

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 17593

Ed. Code 35038

Ed. Code 35039

Ed. Code 35121

Ed. Code 35143

Ed. Code 35250

Ed. Code 38113

Gov. Code 54950-54963

Description

[Repair and supervision of property \(duty of district clerk\)](#)

[Appointment of clerk by county superintendent of schools](#)

[Dismissal of clerk](#)

[Appointment of clerk in certain city and high school districts](#)

[Annual organizational meetings: date and notice](#)

[Duty to keep certain records](#)

[Duty of clerk \(re provision of school supplies\)](#)

[The Ralph M. Brown Act](#)

Management Resources

CSBA Publication

Website

Website

Description

[Professional Governance Standards](#)

[CSBA District and County Office of Education Legal Services](#)

[CSBA](#)

Cross References

9100

9121

Description

[Organization](#)

[President](#)