

Bylaw of the Board

BB 9123(a)

CLERK

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
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 board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

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 district
Annual organizational meetings; date and notice
Duty to keep certain records
Duty of clerk (reprovision of school supplies)
The Ralph M. Brown Act

Management Resources References

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

Bylaw

adopted: May 10, 1994

Revised: February 21, 2023

EL RANCHO UNIFIED SCHOOL DISTRICT

Pico Rivera, California