Bylaws of the Board

Clerk

At the annual organizational meeting, the Governing Board shall appoint a clerk from its own membership. In the event that the President and the Vice-President are absent or in an emergency situation, the Clerk shall perform the duties of the President at all meetings of the Board, and shall serve for the duration of such absence or emergency.

The Clerk shall also:

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. Perform any other duties assigned by the Board.

Legal Reference:

CALIFORNIA 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 organization meetings
35250 Duty to keep certain records and reports
38113 Duty of clerk (re provision of school supplies)

Lompoc Unified School District
Adopted: (1/00) 9/05