

SCHOOL BOARD BYLAWS

Duties of the Clerk/Deputy Clerk/Acting Clerk/Bonds/Oath

A. Duties of the Clerk

1. Attend all School Board meetings, unless otherwise directed, and keep a record of the proceedings.
2. Notify School Board Members of any regular and special School Board meetings and post and provide notice of the date, time, and location of School Board meetings to the public and others in accordance with the Virginia Freedom of Information Act.
3. In accordance with the Virginia Freedom of Information Act, make available for public inspection, at the same time, such documents are furnished School Board Members, at least one copy of all Agenda packets and, unless exempt, all materials furnished to School Board Members for School Board meetings. Upon notification by School Board committee chairpersons of the date, time, and location of regular and special committee meetings, post and provide notice of School Board committee meetings to the public and others as required by the Virginia Freedom of Information Act.
4. Upon being provided nonexempt materials by a School Board committee chair~~man~~ for use by committee members at a committee meeting, make available a copy of such nonexempt materials for public inspection as required by the Virginia Freedom of Information Act.
5. Serve as custodian of the seal of the School Board.
6. Perform, under the general direction of the Superintendent, such other duties in connection with the business of the School Division as may be required of the Clerk by the School Board, the Virginia Board of Education, and/or the laws of the Commonwealth of Virginia.
7. Keep in a separate volume the minutes of the meetings of the School Board. The Clerk or the Superintendent may designate other employees to keep records of all bids submitted on any building, material, supplies, work, or project to be let to contract by the School Board as well as receipt and disbursement records as prescribed by the Board of Education on files vouchers, contracts, and other official papers.

B. Duties of the Deputy Clerk(s)

The Deputy Clerk(s) shall act in the absence of the Clerk or otherwise as provided by School Board resolution

C. Bonds

If required by the School Board, the Clerk and Deputy Clerk shall be bonded in an amount of no less than ten thousand dollars (\$10,000.00) and the School Board shall pay the cost of such bonds. The School Board authorizes the Superintendent to provide adequate insurance coverage for the Clerk and the Deputy Clerk in lieu of posting a bond.

D. Oath

The Clerk and Deputy Clerk must take the oath of office prescribed for state officers.

E. Acting Clerk

In the event the Clerk and Deputy Clerk are unable to attend a meeting, the School Board shall elect an acting clerk to take, transcribe and sign minutes of that meeting.

Legal Reference

Code of Virginia § 22.1-77, as amended. Duties of clerk of board.

Code of Virginia § 22.1-76, as amended. Chairman; clerk; Vice Chairman; deputy clerk; terms; compensation and bonds of clerk and deputy clerk; officers ineligible to serve as clerk and deputy clerk; approval of division superintendent's designee.

Adopted by School Board: July 21, 1992

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2001

Amended by School Board: December 2, 2008

Amended by School Board: August 2, 2016

Amended by School Board: November 2022

APPROVED AS TO
LEGAL SUFFICIENCY


