

**Board of Education Policy**

**DUTIES OF THE DISTRICT CLERK**

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**I. Appointment**

- A. The District Clerk will be appointed by the Board of Education at its Annual Organizational Meeting and will serve for a period of one (1) year.

**II. Duties**

- A. Attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board, and keeps a record of its proceedings and records;
- B. Give the required notice of every annual District meeting;
- C. Give notice of the time and place of holding special district meetings called by the trustees;
- D. Prepare minutes of the meetings of the Board, obtain approval of the minutes by the Board at the next meeting and forward copies of the minutes to each member of the Board of Education and the Superintendent of Schools;
- E. Send notices of special meetings to members of the Board; contact and communicate with members as required;
- F. Prepare and arrange publication of legal notices and announcements, in accordance with State Law
- G. Maintain an up-to-date record of Board policies and by-laws;
- H. Deliver to, and collect from, the President (or Vice President) such papers for signature as may be necessary;
- I. Distribute notices to the public announcing availability of copies of the budget to be presented at the annual District meeting in compliance with the requirements of the State Education Law;
- J. Administer oaths of office for all Board members and school district officers, as required by Section 10, Public Officers Law;
- K. Immediately notify every person elected or appointed to office of his/her election or appointment;
- L. Perform duties pertaining to the preparation for, and conduct of District elections, budget votes, and special District referendum elections. Gives written notice of appointment to persons appointed as inspectors of election;
- M. Call all meetings to order in the absence of the President and Vice President;
- N. File all correspondence and records relating to matters of the District, involving the Board;
- O. Assume other duties customary to the office;
- P. Perform any other work requested by the Board or the Superintendent.

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The above duties of the District Clerk are not intended to be complete but should serve as a comprehensive guide in undertaking the duties of this office.

**Reference:** Education Law Section 2121  
Public Officers Law Section 104

**Adopted:** 02/09/2005

**Reviewed:** 11/18/2009 08/26/2015 11/20/2019

**Revised:** 12/16/2009 09/30/2015 12/11/2019