

Liberty Union High School District

Board Policy

Classification: Bylaws of the Board

Policy No. **BP 9123**

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Effective 5-21-86

Revised 4/24/13

Subject: Clerk

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

(cf. [9100](#) - Organization)

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.

(cf. [9121](#) - 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

Legal Reference:

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 organizational meetings

[35250](#) Duty to keep certain records and reports

[38113](#) Duty of clerk (re provision of school supplies)

GOVERNMENT CODE

[54950-54963](#) Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

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