

The clerk shall act as presiding officer at all meetings where the president is absent. While acting in this capacity, the clerk shall have all the powers and privileges of the president.

The clerk shall execute documents and agreements when legally required to do so or as ordered by the board. After approval, the minutes will be signed by the clerk of the board.

The assistant clerk shall perform duties of the clerk in the absence of the clerk or when the clerk performs the duties of president in the absence of the president. In these cases, the assistant clerk shall execute all documents on behalf of the Board of Trustees, except as provided by law.

Legal References:

Education Code

35038	Appointment of Clerk by County Superintendent of Schools
35039	Dismissal of Clerk
35121	Appointment of Clerk in Certain City and High School Districts
35250	Duty to Keep Certain Records and Reports
39630	Repair and Supervision of Property (Duty of District Clerk)
40003	Duty of Clerk (Regarding School Supplies)

Bylaw Adopted:

January 27, 1972

Revised: October 26, 1989

Reviewed: January 1993

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