

Election of Officers. The officers of the Board of Trustees shall consist of a president, and a clerk, and an assistant clerk. They shall be elected from among the members of the board at the annual organizational meeting of the board and shall hold their respective offices for a period of one year beginning at the annual organizational meeting in December of the succeeding year, or until their successors shall be elected. Vacancies shall be filled by the board by the election of a successor for the unexpired term.

President. The president shall preside at all meetings of the Board of Trustees.

Clerk. The clerk shall perform duties of the President in the absence of the President and shall execute all documents on the behalf of the Board of Trustees, except as otherwise provided by law. In case the office of president becomes vacant for any reason, the clerk shall succeed as president.

Assistant Clerk. 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 the behalf of the Board of Trustees, except as provided by law.

Secretary. The superintendent shall serve as secretary of the Board of Trustees. The secretary shall keep a proper and complete record of the proceedings of the meetings of the Board of Trustees and prepare the minutes or designate same prepared for distribution and filing. The secretary shall post all legal notices, prepare and sign all legal documents and state reports, and perform such other duties as may be prescribed by the Board of Trustees or by State statutes.

Legal References:

Education Code

35022	President of Board
35025	Secretary and Bookkeeper
35026	Employment of District Superintendent
35035	Additional powers and duties of superintendent
35038	Appointment of clerk by county superintendent of schools
35039	Dismissal of clerk
35143	Annual Organizational Meeting
35160	Authority of governing board
35250	Duty to keep certain records
39630	Repair and supervision of property (duty of district clerk)
40003	Duty of clerk (regarding school supplies)

Board of Trustees

July 9, 1970

Revised: June 7, 1979

Revised: October 26, 1989

Reviewed: September 1993

Reviewed: July 2009

S