Clerk

At the annual organizational meeting, the Governing Board shall elect a clerk from its own membership (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 the minutes of Board meetings following their approval
4. Sign documents on behalf of the district as directed by the Board
5. Serve as presiding officer in the absence of the president
6. Notify Board members and members-elect of the date and time for the annual organizational meeting
7. Perform any other duties assigned by the Board

Fresno Unified School District does not harass, intimidate, or discriminate on the basis of race, color, ethnicity, national origin, ancestry, age, creed, religion, political affiliation, gender, gender identity or expression or genetic information, mental or physical disability, sex, sexual orientation, parental or marital status, military veteran status, or any other basis protected by law or regulation, in its educational program(s) or employment.

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

Bylaw FRESNO UNIFIED SCHOOL DISTRICT
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revised: January 12, 2000
revised: December 3, 2003
revised: June 18, 2008
revised: March 22, 2017