

**Bylaws of the Board**

**Clerk**

Note: The following optional bylaw is for use by any board other than a city board of education governed by a city charter. Any board other than a city board of education is required by Education Code [35143](#) to elect a clerk from among its members at the annual organizational meeting. See [BB 9100](#) - Organization for other requirements pertaining to the annual organizational meeting. This bylaw is not intended to address a situation where a non-member of the Board is appointed clerk to perform certain responsibilities.

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

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

Note: Districts without a vice president should modify the following paragraph accordingly.

4. Serve as presiding officer in the absence of the president and vice 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

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