

LODI UNIFIED SCHOOL DISTRICT

Bylaw 9123

Bylaws of the Board

Clerk

At the annual organizational meeting, the Board of Education shall elect a Clerk from its own membership.

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 president officer in the absence of the President and Vice President
- 5) Perform any other duties assigned by the Board

Legal References: 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

Bylaw
adopted: 11/04/03
revised: 02/07/12 (technical revision)