

## **Bylaw 9123: Clerk**

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 Governing Board when required
2. Maintain such other records or reports as required by law
3. Review draft minutes before publishing minutes in meeting notes
4. Sign the minutes of Board meetings following their approval
5. Sign documents on behalf of the district as directed by the Governing Board
6. Serve as presiding officer in the absence of the president and vice president
7. Notify Governing Board members and members-elect of the date and time for the annual organizational meeting
8. Perform any other duties assigned by the Governing Board