

VICE PRESIDENT/CLERK

Vice President

In the absence of the president, the vice president shall perform the duties and have the obligations of the president.

Clerk

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required.
2. Sign the minutes of the Board meetings following their approval.
3. Sign documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the clerk.
4. Serve as presiding officer in the absence of the president and vice president.
5. Perform any other duties assigned by the Board or as required by law.

In the absence of the clerk, the president shall appoint an acting clerk to serve for one meeting only.

Legal Reference:

EDUCATION CODE

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

39630 Repair and supervision of property (duty of district clerk)

40003 Duty of clerk (re provision of school supplies)