## Bylaw 9123: Clerk

**Status:** PENDING

**Original Adopted Date:** 10/08/2009 (BP 1055) **| Last Revised Date:** 03/12/2026 **|**

**First Reading of Revised Board Policy:** 10/29/2026

**Second Reading/Adoption of Revised Board Policy:** 11/12/2026

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
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

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**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

| State | Description |
|---|---|
| Ed. Code 17593 | Repair and supervision of property (duty of district clerk) |
| Ed. Code 35038 | Appointment of clerk by county superintendent of schools |
| Ed. Code 35039 | Dismissal of clerk |
| Ed. Code 35121 | Appointment of clerk in certain city and high school districts |
| Ed. Code 35143 | Annual organizational meetings; date and notice |

proposed

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| Ed. Code 35250 | Duty to keep certain records |
| Ed. Code 38113 | Duty of clerk (re provision of school supplies) |
| Gov. Code 54950-54963 | The Ralph M. Brown Act |

proposed