

**CLERK**

At the annual organizational meeting, the Governing Board 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 the minutes of Board meetings following their approval.
4. Sign documents on behalf of the district as directed by the Board.
5. Serve as presiding officer in the absence of the president and vice president.
6. Perform any other duties assigned by the Board.

Adopted: February 28, 2007  
(Replaces: BB 9230 Clerk of the Board)  
(Reviewed: April 1977)  
(Adopted: 1964)