

9123 Clerk

At the annual organizational meeting, the Governing Board shall elect a clerk from its own membership. (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 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.
6. Perform any other duties assigned by the Board.
7. Serve as secretary when the District acts under a Joint Exercise of Powers Agreement for community facilities districts.

In the event the clerk is absent, or if the clerk is serving as the presiding officer, the following officers, in this order, may serve as clerk.

1. President Pro Tempore;
2. County Representative.

Board Approved:
March 5, 2015
September 25, 2003
Effective Date: July 1, 2004