Bylaws of the Board

CLERK

The Governing Board shall elect a clerk from its own membership at the organizational meeting.

The Governing Board Clerk shall:

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 the Board meetings following their approval.
4. Sign documents as directed by the Board on behalf of the District and sign all other items which require the signature of the clerk.
5. Perform any other duties assigned by the Board.
6. Serve as presiding officer in the absence of the president and vice president.

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
17593 Repair and supervision of property (duty of district clerk)
38113 Duty of clerk (re provision of school supplies)

Bylaw
Adopted: 11/13/1990 CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Revised: 09/17/2002 Chula Vista, California
Revised: 07/13/2022