



# Santa Ana Unified School District

**BOARD BYLAW NO: 9123**

EFFECTIVE: 7/27/2021

SUBJECT: Clerk

CATEGORY: Board Bylaws

RESPONSIBLE OFFICE(S): Office of the Superintendent

## **SCOPE:**

The Governing Board shall elect a clerk from its own membership at the annual organizational meeting. (Education Code 35143) (cf. 9100 - Organization)

## **PROCEDURES AND GENERAL INFORMATION:**

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. (cf. 9121-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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## **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

### **District Policies and Procedures:**

Legal Reference:

### **EDUCATION CODE**

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

### **GOVERNMENT CODE**

54950-54963 Ralph M. Brown Act

### **Management Resources:**

#### **CSBA PUBLICATIONS**

CSBA Professional Governance Standards, 2000

#### **WEB SITES**

CSBA: <http://www.csba.org>

## **ADOPTION AND REVISION HISTORY:**

(10/00) 5/03 7/21