

# LODI UNIFIED SCHOOL DISTRICT

## REVISION

Bylaw 9123

### Bylaws of the Board

#### Clerk

At the annual organizational meeting, the Board of Education 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 documents on behalf of the district as directed by the Board
- 4) Serve as president officer in the absence of the President and Vice President
- 5) Perform any other duties assigned by the Board

Legal References: 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, **date and notice**  
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  
**CSBA PUBLICATIONS**  
**CSBA Professional Governance Standards**  
**WEB SITES**  
**CSBA: <http://www.csba.org>**

Bylaw

adopted: 11/04/03

revised: 02/07/12 (technical revision)