

**SAN LORENZO  
UNIFIED SCHOOL DISTRICT  
BOARD BYLAW**

**Board Bylaws**

BB 9123

**VICE PRESIDENT/CLERK**

At the annual organizational meeting, the Governing Board shall appoint 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 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. Serve as presiding officer in the absence of the president.
6. Perform any other duties assigned by the Board.

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

39630 Repair and supervision of property (duty of district clerk)

40003 Duty of clerk (re provision of school supplies)

District Approved: November 6, 2007