

POLICY

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BY-LAWS

SUBJECT: DUTIES OF THE DISTRICT CLERK

The Clerk of the Board will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one (1) year. The salary of the District Clerk shall also be fixed annually at the reorganizational meeting. The District Clerk may be a member of the Board. The Clerk's duties include the following:

- a) Attends all meetings of the Board and keeps a record of its proceedings and records, by name, those in attendance;
- b) Prepares minutes of the meetings of the Board, obtains approval of the minutes by the Board at the next meeting and forwards copies of the minutes to each member of the Board of Education;
- c) Sends notices of special meetings to members of the Board; contacts and communicates with members as required;
- d) Sees that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
- e) Maintains an up-to-date record of Board policies and by-laws;
- f) Delivers to, and collects from, the President (or Vice-President) such papers for signature as may be necessary;
- g) Distributes notices to the public announcing availability of copies of the budget to be presented at the annual District meeting in compliance with the requirements of the State Education Law;
- h) Administers oaths of office, as required by Section 10, Public Officers Law;
- i) Gives written notice of appointment to persons appointed as inspectors of election;
- j) Calls all meetings to order in the absence of the President and Vice-President;
- k) Verifies and signs official documents;
- l) Maintains the voter registration list and oversees the maintenance of the voter registration books;
- m) Conducts the annual district election, budget votes, and special district referendum;
- n) Prepares and coordinates items for the Annual Reorganizational Meeting of the Board;
- o) Calls the Annual District Meeting to order;

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- p) Maintains all official records of the school district as required;
- q) Processes registrations for Board members attending various seminars and workshops, making travel arrangements and processing expense accounts;
- r) Processes all purchase orders for supplies and services relating to the Board;
- s) Receives subpoenas and claims against the school district, as well as processes appeals to the Commissioner of Education;
- t) Assumes other duties customary to the office.

Must acquire a working knowledge of the state Education Law concerning the office of the District Clerk, such as the laws governing procedures for annual district meetings and elections, candidates' petitions and qualifications, teacher tenure hearings, etc.;

Must be a Notary Public.

When the District Clerk is not present at a Board meeting, his/her duties shall be performed by a Clerk Pro-Tem who shall be appointed by the President

The above duties of the District Clerk are not intended to be complete but should serve as a comprehensive guide in undertaking the duties of this office. The District Clerk shall perform such other duties as may be assigned from time to time by the Board.

Education Law Section 2121
Public Officers Law Section 104

Adopted: 2/25/16