

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 Clerk's duties include the following:

- a) Attends all meeting 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 their approval 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) Keeps and preserves all records, books, papers belonging to the office, and to dispose of records as prescribed by law.
- l) Fulfill functions of clerk pursuant to Education Law 3020-a.

POLICY

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By-Laws

SUBJECT: Duties of the District Clerk (Cont'd)

- m) Shall cause to be delivered to inspectors of election sufficient supply of ballots for use of qualified voters.
- n) Shall take care of certain official correspondence connected with the school district.
- o) Shall be custodian of the official seal and shall be empowered to affix this upon official documents.
- p) Shall receive official undertakings from officers and employees of the District as required by law and as the Board of Education shall designate.

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, 106