

By-Laws

*NEW***SUBJECT: DUTIES OF THE DISTRICT CLERK**

The District Clerk will be appointed by the Board at its Annual Reorganizational Meeting and will serve for a period of one year. The Clerk's duties include the following:

- a) Attends all meetings of the Board and keep 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;
- c) Sends notices of special meetings to members of the Board; contacts and communicates with members as required;
- d) Acts as confidential secretary to the Board;
- e) Sees that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
- f) Acts as receptionist at official Board meetings;
- g) Maintains an up-to-date record of Board policies and by-laws;
- h) Delivers to, and collects from, the President (or Vice-President) such papers for signature as may be necessary;
- i) 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;
- j) Administers oaths of office, as required by Public Officers Law Section 10;
- k) Gives written notice of appointment to persons appointed as inspectors of election;
- l) Calls all meetings to order in the absence of the President and Vice President;
- m) Assumes other duties customary to the office.

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 will 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: 1988
Revised:

POLICY

1988

1331

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OLD

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The Clerk of the Board will be elected by the Board at its Annual Reorganizational Meeting and will serve for a period of one year. The Clerk's duties include the following:

- a) To attend all meetings of the Board and keep a record of its proceedings and record, by name, those in attendance;
- b) To prepare minutes of the meetings of the Board, obtain their approval by the Board at the next meeting and forward copies of the minutes to each member of the Board;
- c) To send notices of special meetings to members of the Board; contact and communicate with members as required;
- d) To act as confidential secretary to the Board;
- e) To see that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
- f) To act as receptionist at official Board meetings;
- g) To maintain an up-to-date record of Board policies and by-laws;
- h) To deliver to, and collect from, the President (or Vice-President) such papers for signature as may be necessary;
- i) To distribute 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;
- j) Administer oaths of office, as required by Section 10, Public Officers Law;
- k) Other duties customary to the office.

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: 1988