

Bylaws

SUBJECT: DUTIES OF THE DISTRICT CLERK

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

- a) Attending all meetings of the Board, keeping a record of its proceedings, and recording, by name, those in attendance;
- b) Preparing Board meeting minutes, obtaining approval of the minutes by the Board at the next meeting, signing the minutes to signify their official standing, and providing minutes to the public via the school district website;
- c) Sending notices of special meetings to Board members; contacting and communicating with members as required;
- d) Ensuring that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
- e) Maintaining an up-to-date record of Board policies and by-laws;
- f) Delivering to, and collecting from, the President (or Vice President) papers for signature as may be necessary;
- g) Ensures proper legal notices and announcements are published in accordance with law, including notices of meetings, the Annual Meeting, Board Member Election and Budget Vote, fire inspections, public hearings, and notice of the internal and external audit reports;
- h) Administering oaths of office;
- i) Giving written notice of appointment to persons appointed as inspectors of election;
- j) Calling all meetings to order in the absence of the President and Vice President;
- k) Arranges for Board Member Training as necessary;
- l) Serves as the custodian of the official seal of the District and affixes the seal to official documents;
- m) Receives/retains important documents for safekeeping, including filing of the Decisions of the Commissioner of Education, certificates of compliance of fiscal training, deeds, and bond documents;
- n) Handles official correspondence for the school district and the Board of Education;
- o) Accept legal papers commencing litigation and act as receiver of all papers from Process Servers;
- p) Perform both statutory and clerical duties;
- q) Assuming other duties customary to the office.

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

Education Law § 2121
Public Officers Law §§ 10 and 104

Adoption Date: 01/26/2022