

Clerk

The Clerk of the Board shall have such duties as prescribed by the Board and Superintendent. The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, keep an accurate record of the proceedings, shall enter in said record all matters required by law, or by the Board so to be entered. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as temporary Clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the Clerk.

A complete and accurate set of minutes will be kept of each Board meeting. All minutes will be available to the public within a reasonable amount of time after the meeting and will include at least the following information:

1. All members of the Board present;
2. All motions, resolutions, orders or policies proposed and their dispositions; and
3. The result of all votes and, at the request of a member, the vote of each member, by name.

Minutes of executive sessions will contain sufficient detail to convey the general tenor of the meetings.

Additional duties of the Clerk prescribed by the Board will include but not be limited to notifying all Board members of meetings and ensuring that all meetings are called in conformance with the Open Meeting law.

The Clerk will make the preparations legally required for the notice and conduct of all District elections.

Legal references: I.C. § 33-506	Organization and government of Board of Trustees
I.C. § 33-508	Duties of Clerk
I.C. § 74-205	Written Minutes of Meetings

Policy History:

Adopted on: June 11, 2003

Revised on: February 13, 2018