

Board Policy

Duties of the Clerk/ Clerk Pro-Tem

The Clerk and Clerk Pro Tem shall be appointed by the Board at the Annual Organizational Meeting in July and shall perform the following duties:

1. take and record accurate minutes of each public Board meeting and furnish copies of such minutes to Board members within a reasonable time after such meeting;
2. sign documents and papers as required by law or Board order;
3. post and publish notices as required by law or Board order;
4. call the Board Annual Meeting and Annual Organizational Meeting to order and preside until a President is elected (in the absence of the Clerk, the immediate past President or immediate past Vice President may act as temporary chairperson until a President is elected);
5. preside at Board meetings in the event of the absence of the President and Vice-President; and
6. perform other duties as assigned by the Board.

References:

- [NYS Education Law §1950\(7\)\(j\)](#)
- [NYS Education Law §2130](#)

First Adopted: 7/1/03
Readopted: 7/11/07
Readopted: 6/27/12