

By-Laws

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) Attends all meetings 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 approval of the minutes by the Board at the next meeting, signs the minutes to signify their official standing, 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) 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 Public Officers Law Section 10;
- 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) Gives notice forthwith to every person elected or appointed to office of his election or appointment;
- l) Notifies the Board of Education of every resignation duly accepted by the District Superintendent;
- m) Notifies the County Treasurer of the name and address of the person appointed to the offices of District Treasurer and District Tax Collector;

(Continued)

SUBJECT: DUTIES OF THE DISTRICT CLERK (Cont'd.)

- n) Executes official documents on behalf of the Board of Education, and affixes the District seal thereto, when required;
- o) Maintains custody of the official seal of the District;
- p) Handles and processes absentee ballots;
- q) 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 § 2121
Public Officers Law § 104

Adoption Date: 10/12/2017