Coeur d’Alene School District No. 271

THE BOARD OF TRUSTEES

Clerk

The Clerk of the Board shall have such duties as prescribed by the Board and the Superintendent. The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and keep an accurate record of the proceedings, and 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. The record will be open for inspection at all reasonable times. 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, who will then enter the record.

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

When it is deemed prudent by the Board, the Clerk may be placed under a fidelity bond, in the manner specified in Idaho Code in an amount determined by the Board.

Additional duties of the clerk prescribed by the Board will include:

1. Being responsible to the Board for all matters pertaining to the care of the Board’s records and documents;

2. Notifying all Board members of meetings and ensuring that all special meetings are called in conformance with the Open Meeting law;

Legal reference:  I.C. § 33-506  Organization and government of board of trustees
                I.C. § 33-508  Duties of clerk

Policy History:
Adopted on:  November 4, 2013
Revised on: