

Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1313 – DUTIES OF THE CLERK OF THE BOARD

- a) The Clerk of the Board shall be appointed by the Board at its Annual Reorganizational Meeting and shall perform the duties prescribed by Education Law and the Regulations of the Commissioner of Education. The Clerk of the Board shall serve for a period of one year.
- b) All official records and proceedings of the Board shall be recorded and kept by the Clerk of the Board.
- c) The Clerk shall, in addition:
 - 1. Attend all public meetings of the Board;
 - 2. Be responsible for full and accurate minutes of the meetings of the Board;
 - 3. Give notice of all special meetings of the Board;
 - 4. Make arrangements for and be responsible for the details of the Annual Meeting;
 - 5. Conduct the Reorganizational Meeting until a President and Vice President are sworn in.

Education Law Sections 1950(4)(j) and 2130

Public Officers Law Section 104

Adopted: 7/13/99
Revised: 3/19/08
Revised: 9/15/10
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Reviewed: 9/18/2019
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