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

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.

The duties of the Clerk of the Board are to.

1. Record and maintain all official records and proceedings of the Board;

2. Attend all public meetings of the Board;

3. Be responsible for full and accurate minutes of the meetings of the Board;

4. Give notice of all special meetings of the Board;

5. Make arrangements for and be responsible for the notifications and tabulations of the Annual Meeting;

6. Conduct the Reorganizational Meeting until a President and Vice President are sworn in;

7. Acts as Records Access Officer for FOIL requests;

8. Other duties as required by law.

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
Reviewed: 8/21/2013
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