

# POLICY

No. 2025

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## DISTRICT CLERK

The District Clerk shall be appointed by the BOCES and shall perform the duties prescribed by the Education Law and the Regulations of the Commissioner of Education. In addition, he/she shall fulfill the following requirements:

Attend all meetings of the Board. Attend meetings of committees of the Board if so requested.

Be responsible for full and accurate Minutes of the meetings of the Board.

Give notice of all meetings of the Board, and when so directed, give notice of meetings of committees of the Board.

Deliver to each member of the Board at or before each meeting thereof an agenda setting forth all known items of business to be considered at the meeting.

Make arrangements for and operate the procedures of the Annual Meeting.

Conduct organization meeting until a President is elected.

The BOCES may designate an individual to carry out the Clerk's duties when he or she is incapacitated or otherwise unavailable.

**Adopted:** December 15, 1986

**Ratified:** January 26, 1987

**Amended:** April 12, 2001