



# Huntington Beach Union High School District Board Policies and Administrative Regulations

BB 9123  
Page 1 of 1

## Bylaws of the Board

### Clerk

The clerk shall affix his/her signature to documents and agreements when legally required to do so or as ordered by the Board. In the event both the present and vice-president are absent, the clerk shall act as presiding officer at the meeting.

### Legal Reference:

#### EDUCATION CODE

- 35036 Powers and duties of clerk in certain districts
- 35037 Clerk must be board member
- 35038 Appointment of clerk by county superintendent of schools
- 35039 Dismissal of clerk
- 35040 Duties of clerk
- 35121 Appointment of clerk in certain city and high school districts
- 35250 Duty to keep certain records and reports
- 39630 Repair and supervision of property (duty of district clerk)
- 40003 Duty of clerk (re provision of school supplies)

Bylaw adopted  
by the Board: 1/13/87