

## CLERK OF THE BOARD

### **9080.**

The Board shall designate a Clerk of the Board. Said Clerk shall attend all regular and special meetings of the Board. The Clerk's responsibilities shall be: 1) to take minutes of all business transacted at meetings and preserve a fair copy readily available to all members of the Board; 2) conduct a roll call at all regular and special Board meetings for the purpose of determining whether a quorum exists; and 3) perform such other duties as the Board may designate.

### **Cross Reference:**

Policy 9170 (Minutes)

Date Adopted: April 28, 1981