



Book Policy Manual
 Section Ready for 4-9-2024
 Title Copy of CLERK
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 Status
 Adopted December 8, 2015
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0171.3 - **CLERK**

The Clerk of the Board is responsible for the following duties, which may be completed with the assistance of appropriate staff of Education shall:

- A. act as clerk and record the proceedings of all meetings of the Board, (X) and of annual and special meetings;
- B. enter the proceedings of the Board in proper record books;
- C. enter in the record book copies of all Clerk's reports sent to municipal clerks;
- D. draw and record orders on the Treasurer as directed by the Board, (X) or as directed by an annual or special meeting;
- E. be the chief election officer of the District with authority to report the name and post-office address, within ten (10) days after the election or appointment, of each Board member office, within ten (10) days after his/her election or appointment, to the clerk and treasurer of each municipality having territory within the District;
- F. appoint qualified electors of the District to serve on the School District Board of Canvassers for each election in accordance with 7.53(3)(a), Wis. Stats.;
- G. perform other duties as prescribed by law or the Board.

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Legal 7.53, Wis. Stats.
 120.17, Wis. Stats.

Last Modified by Coleen Frisch on March 27, 2024