

SCHOOL BOARD BYLAWS

Duties of the Clerk/Deputy Clerk/Bonds P 1-20Duties

The clerk and deputy clerks shall be responsible for keeping the official records of the Lynchburg City School Board and for such other duties as shall be assigned to them by the school board and/or the laws of the State of Virginia.

Bonds

Bonds shall be set and paid for in accordance with the legal reference quoted to this bylaw.

Legal Reference:

Code of Va., § 22.1-77. Duties of clerk of board.--"The clerk of the school board shall keep in a separate volume the minutes of the meetings of the school board, including all bids submitted on any building, material, supplies, work, or project to be let to contract by such school board, and in another volume a receipt and disbursement record as prescribed by the Board of Education and shall keep on file vouchers, contracts and other official papers. They shall be subject to such periodic examinations as shall be prescribed or approved by the Board of Education. The clerk shall discharge, under the general direction of the division superintendent, such other duties in connection with the business of the school division as may be required of him by the school board or the Board of Education." (1980)

Code of Va., § 22.1-76. Chairman; clerk; vice-chairman; deputy clerk; terms; compensation and bonds of clerk and deputy clerk; officers ineligible to serve as clerk and deputy clerk; approval of division superintendent's designee.--". . . C. The school board shall require the clerk and any deputy clerk each to furnish a corporate surety bond conditioned upon the faithful performance and discharge of his duties as such. The school board shall fix the amount of each bond which shall not be less than ten thousand dollars. The premium for each bond shall be paid by the school board . . ." (1995)

Adopted by School Board: June 5, 1973