

**CLERK OF THE BOARD**

<b>SUBJECT</b>	<b>DUTIES</b>	<b>REGULATION</b>	<b>CATEGORY</b>	<b>COMMENTS</b>
<b>1. Agendas of the Board</b>	Scheduling, preparation, posting, distribution within legal timelines.	Ralph M. Brown Act GC 54950	Mandate	Other agendas where the COB is the Clerk of the agency.
<b>2. Administrative Record</b>	Regarding the Judicial review of any decision of a local agency the preparation of the record of proceedings by the local agency.	Code of Civil Procedure 1094.6	Mandate	As the official record keeper of the Board of Supervisors the Clerk of the Board compiles the administrative record for legal actions against the Board Admin Records are always certified. Time and Materials billable at full cost.
<b>3. Assessment Appeals (Board of Equalization)</b>	Hearings; correspondence; scheduling; &, processing functions.	R&T Rules 307, 309, 312 & 313, GC 15606	Mandate	Local Governing Body acting as the Board of Equalization.
<b>4. Boards and Commissions</b>	Process appointments and resignations. Maintain files of original documentation, such as formation papers, appointments of members, and rosters.	Maddy Act GC 54970-54975	Mandate	Update rosters and notify contact person for Boards and Commission of any membership changes. Maddy Act requires annual posting of all appointees; and, vacancies with 10 day public vacancy posting prior to appointment.
<b>5. Bids - Opening</b>	Board is required to designate an officer or employee of the County to open bids.	GC 25084	Mandate	Usually, this employee is the Clerk of the Board.
<b>6. Bonds</b>	Clerk of the Board sign bonds.	GC 30003	Mandate	Bonds are signed by the Chairman and Clerk of the Board.
<b>7. Budget: Recommended and Adopted</b>	The County Budget process includes many Clerk of the Board responsibilities including the filing of the adopted budget with the COB.	GC 29060-29066 & 29080-29093	Mandate	<b>29080(b):</b> The budget document shall be filed with the Clerk of the Board not less than 10 days prior to the public hearing for the adoption of the budget.
<b>8. City Selection Committee</b>	Coordinate with Cities, prepare agenda, clerk and distribute Minutes, maintain file.	GC 50270-50275	Mandate	Committee meets as needed. Required by law to meet regularly.
<b>9. Claims Against the County</b>	Distribute & maintain application; accept & process Claims as presented.	GC 905, 910 & 915	Mandate	Original Claims to County Counsel or other County Department.

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<b>10. Clerk Attestation</b>	Attest to Chairman of the Board of Supervisors Signature on County Ordinances, Resolution, Contracts etc.	GC 25121	Mandate	<b>25121:</b> Every ordinance shall be signed by the chairman of the board and attested by the Clerk.
<b>11. Clerk of the Board of Supervisors Responsibilities</b>	Clerking BOS meeting; taking Minutes, keeping record of Board of Supervisors Proceedings, maintain originals. Records	GC 25101; 25102; 25105 GC 54953.5(b) Ralph M. Brown Act	Mandate	Meetings include: Regular, Special, Emergency, certain Committees, and Joint with other governmental agencies.
<b>12. Closed Session Minutes</b>	Confidential Minutes, keeping record of Minutes.	Ralph M. Brown Act GC 54957.2	Mandate	Clerk and Deputy's are confidential employees allowing to Clerk Closed Session Meetings. Not all Counties use the Clerk of the Board - see your Counsel.
<b>13. Conflict of Interest</b>	Processing of and maintaining of original district codes, also processes Biennial Notice per FPPC.	GC 82011(b), 87303 (Political Reform Act)	Mandate	A function performed by the Clerk of the Board which is approved by the code reviewing body - BOS.
<b>14. Contracts &amp; Agreements</b>	Clerk to process the Chairman's signature on original contracts and agreements.	GC 25103	Mandate	Keep all original contracts executed by the Board of Supervisors.
<b>15. Copies of documents provided to State Library; UC Berkeley; &amp; UCLA for reference use</b>		GC 50110-50115	Mandate	The legislative body, and each office, officer, or employee of a local agency shall furnish the clerk three copies of each printed, mimeographed, or processed book, pamphlet, report, bulletin, or other publication issued by them at the expense of the local agency. The clerk shall send one copy of each publication to the State Library at Sacramento, the Institute of Governmental Studies of the University of California at Berkeley, and the Public Affairs Service of the University of California at Los Angeles, to be preserved for reference use in those institutions.
<b>16. County Code</b>	Publishing, distributing, maintaining, codification responsibilities.	GC 25124; 50022.1 & 50022.6	Mandate	Usually, the codification is outsourced by the Clerk of the Board or County Counsel.

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<b>17. County Service Areas</b>	Agenda and preparation duties for Formation of CSAs.	GC 25217	Mandate	COB must publish hearing notice; mail notices to all property owners & cities and special districts within the proposed CSA; and, post a notice in 3 public locations within the zone.
<b>18. Deeds &amp; Easements (Conveyances)</b>	Maintain file for Deeds granted to and from the County & Easements of property to and from County.	GC 25520	Mandate	
<b>19. Form 806</b>	Agency Report of: Public Official Appointments	Fair Political Practices Commission Regulation 18705.5	Mandate	Each year the Clerk of the Board must place and update on the County's website Form 806 which list compensation received by Board members for Committees appointments.
<b>20. Grand Jury</b>	Filing Final Grand Jury Report for responses from County Departments and the Board of Supervisors	PC 933	Mandate	<b>PC 933:</b> A copy of all responses to grand jury reports shall be placed on file with the Clerk of the public agency and the office of the County Clerk... ..and shall remain on file in those offices.
<b>21. Oaths of Office</b>	County Officers and their deputies are authorized to administer oaths of office.	GC 1360 - 1369; GC 24000	Mandate	COB's are often requested to administer oaths to various committee members and other county officials approved by the BOS. Oaths may be filed with the County Clerk. If the County Clerk and COB are the same, COB is required to maintain originals.
<b>22. Ordinances</b>	Maintain list of all Ordinances and retain originals permanently.	GC 25120-25132	Mandate	Publish in newspaper and update Codified Code. Maintain Ordinance Book.

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<b>23. Postings</b>	<p>a. All public notices of proceedings of or to be had before the board, not specifically provided for, shall be posted at the meeting place of the board in a location that is freely accessible to the public.</p> <p>b. In addition to the posting required by subdivision (a), the clerk of the board of supervisors shall either post the notice of the proceedings at two public places in the county other than the location of the meeting, or post the notice of the proceedings in an electronic format on a Web site provided by the county.</p>	Public Records Act GC 25151	Mandate	Clerk of the Board, Deputy Clerks, and County staff participate in posting of agendas and public notices.
<b>24. Public Hearings/Publishing Legal Notices</b>	Preparation & publishing of notices within legal timelines.	GC 25150 GC 6060-6066,	Mandate	Clerk of the Board the Board responsible for all legal publication related to the agenda process. Consult with County Counsel.
<b>25. Record Retention/Destruction</b>	Maintain and monitor files regarding microfilming and destroying/retaining records per adopted records retention schedule.	GC 25105	Mandate	Clerks maintains many files (original documents) as required.
<b>26. Records Management</b>	Maintain files as required by law for informational purposes and backup material for research.	GC 25101	Mandate	Clerk's Office required to maintain all records relating to the meetings of the Board of Supervisors. 25101: The clerk of the board shall: (b) Keep and enter in the minute book of the board a full and complete record of the proceedings of the board at all regular and special meetings, including the entry in full of all resolutions and of all decisions on questions concerning the allowance of accounts. The vote of each member on every question shall be recorded.

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<b>27. Request for Copy of Agenda and Documents</b>	Any person may request agendas and materials be sent to them upon agenda upon distribution/posting.	Ralph M. Brown Act GC 54954.1 and 57954.22	Mandate	Any request for mailed (or electronic) copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1 of each year.
<b>28. Research Requests</b>	Research requests from County departments and the public.	Public Records Act GC 6250-6270	Mandate	May include copies of documents, faxing or e-mail to individuals who request records. May charge for hard copies per your adopted fee schedule.
<b>29. Resolutions</b>	Maintain list of all Resolutions and retain originals permanently.	GC 25101, 25102.1	Mandate	<b>25101:</b> The Clerk of the Board shall: (b) Keep and enter in the minute book of the board a full and complete record of the proceedings of the board at all regular and special meetings, including the entry in full of all resolutions...
<b>30. SB 90 Open Meeting Act Claims</b>	Reimbursement of state mandated costs such as agenda creation/posting.	GC 17561	Mandate	Brown Act costs are no longer reimbursable but PRA's currently are though there is an Constitutional amendment.
<b>31. Signing of Final Maps of Parcel and Subdivision</b>	The final map shall contain a certificate or statement for execution by the Clerk of each approving legislative body stating that the body approved the map and that all certificates or statements and security have been filed and deposited	GC 66464 & 66493	Mandate	Clerk of the Board or Deputies are authorized to sign certifying that all conditions of the map have been met.
<b>32. Serial Board Meetings</b>	Clerk of the Board or a member of the Board is to announce prior to convening any simultaneous or serial meeting of the Board if the Board members receive a stipend or compensation.	GC 54952.3	Mandate	This legislation is new and is result of the City of Bell's practices.
<b>33. Special Districts</b>	Maintain files of original documentation, such as formation papers, appointments of members, etc.	GC 53051	Mandate	Updates Statement of Facts to Secretary of State on those Districts where the Board of Supervisors is the governing authority.

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<b>34. Statement of Facts</b>	Districts file Statement of Facts with Secretary of State – Maintain Statement with County’s Appointment Roster. Clerk is required to file updates within 10 days of changes.	GC 53051	Mandate	
<b>35. Treasurer's Statement of Assests</b>	Auditor shall file a copy of the quareterly report with the Clerk of the Board.	GC 26922	Mandate	Clerk shall maintain a file of said statements.
<b>36. Williamson Act</b>	Clerk of the Board has filing responsibilities regarding Williamson contracts.	GC 51245 - 51248; 51283.4	Mandate	Notice of Nonrenewal; after contract is first used; and; upon cancellation.
<i>Regulations Legend</i>				
<i>GC – Government Code</i>				
<i>R&amp;T – Revenue &amp; Taxation Code</i>				
<i>PRA – Public Records Act (GC § 6250-6270)</i>				
<i>RBA – Ralph M. Brown Act (GC § 54950 et seq.)</i>				
<i>MA – Maddy Act (GC § 54970)</i>				
<i>PC – Penal Code</i>				
<i>H&amp;S – Health &amp; Safety Code</i>				