



PUBLIC UTILITY BOARD POLICY

<p>Category: Governance Process</p> <p>Date of Adoption: January 22, 2020</p> <p>Resolution No.: U-11133</p> <p>Revision Date:</p>	<p>Title: Designation and Duties of the Clerk of the Board</p> <p>Policy Number: GP-5</p>
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DESIGNATION AND DUTIES OF THE CLERK OF THE BOARD¹

The Clerk of the Board shall be appointed by the Director of Utilities and work with the Board Chair and Secretary. Subject to the provisions of the Charter, State law, ordinances, and resolutions of the Board, the Clerk shall:

1. Be responsible for the publication, filing, indexing, and safekeeping of the records of all proceedings of the Board;
2. Record all resolutions and certified resolutions of the Board;
3. Prepare all legal notices involving the Department as provided by law or ordinance;
4. At the request of any Board Member, forthwith transmit any communication, material, or information to the other Board Members;
5. File and preserve all oaths of office and other documents not required to be filed elsewhere;
6. Perform other such duties as may be prescribed by the Charter, State law, ordinances, and the Board and keep a permanent journal of its proceedings provided.

¹ TMC 1.06.660