

BP 2210 Officers of the Board

Reference: ***Education Code Section 72000***

Adoption Date: August 21, 2001 Updated: November 18, 2008

At the annual organizational meeting, the Board shall elect from among its members a President, Vice President, and Clerk of the Board.

The terms of officers shall be for one year.

The President of the Board shall have the following duties:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on Board education, self-evaluation, and Chancellor evaluation;
- Represent the Board at official events and/or ensure Board representation.

The President has the right to make motions, vote on all issues, and participate in discussions.

The Vice President shall have the following duties:

- Perform in the absence, disability, or disqualification of the President, all the duties of the President.

The Clerk shall have the following duties:

- Perform in the absence, disability, or disqualification of the President and Vice President, all the duties of the President;
- Attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
- Attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is required by law or by action of the Board;
- Certify copies of records of the District as required;
- Certify or attest to certain actions taken by the Governing Board whenever such certification or attestation is required for any purpose;
- Sign any documents that would *require* the signature of the Clerk of the Board.

In the event of the Clerk's absence, the Secretary of the Board (Chancellor) may sign any documents that would otherwise require the signature of the Clerk.

The Chancellor shall serve as Secretary to the Board. The Secretary shall have the following duties:

- Notify members of the Board of regular, special, emergency, and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have minutes of Board meetings prepared for adoption;
- Attend all Board meetings and closed sessions, unless excused, and in such cases assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all Board actions;
- Sign, when authorized by law or by Board action, any documents that would require the signature of the Secretary of the Board.

The Board does not have an official system of rotation of officers. Officers are elected each year by the full Board from among all its members.