

BP 2210 Officers

Reference: Education Code Section 72000

At the annual organizational meeting, the Board shall elect from among its members a President/Chair, Vice President/Vice Chair and Clerk of the Board. The terms of office are for one year.

The duties of the President/Chair of the Board are:

- 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;
- Sign such documents that the acts of the Board of Trustees might require;
- 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 in its relations with other Boards of Trustees, and at official events, or assign board representation.
- Serve as the spokesperson of the Board of Trustees.

The duties of the Vice President/Vice Chair of the Board of Trustees are to serve as the President/Chair of the Board in his/her absence.

The duties of the Clerk of the Board of Trustees are:

- Certify or attest to actions taken by the Board of Trustees whenever such certification or attestation is required for any purpose,
- Make or maintain such other records or reports as are required by law,
- Perform such other duties as may require official signature by the Board of Trustees of the District.
- Approve all expense claims submitted by the District Chancellor.

The Chancellor shall serve as Secretary to the Board. The duties of the Secretary are:

- Notify members of the Board of regular, special, emergency, and adjourned meetings;
- Prepare and post board meeting agendas;
- Prepare and post all legal notices and attest to reports as prescribed by law;
- Keep a record of all proceedings of the Board;
- Have prepared for adoption minutes of board meetings;

- Attend all board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all board actions;
- Represent the Board in all matters involving questions of law or legal procedures in securing opinions from the Board's legal advisors and other governmental agencies and officials, and in the purchase or sale of real or personal property;
- Sign, when authorized by law or by board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board;
- In addition to these duties, the Secretary shall perform such other duties as may be directed by the board or required by law.

The Board does not have an official system of rotation of officers; it elects the offices each year from among all its members.

Revised: August 2008

Adopted: July 21, 2004

