

BOARD OF TRUSTEES OFFICERS

BP No. 2210

Board Adopted: 1/9/02; 11/12/03

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- I. At the annual organizational meeting, the Board shall elect from among its members a President, a Vice President, and a Clerk of the Board. The terms of officers shall be for one year.

- II. Responsibilities of the Officers of the Board of Trustees shall be as follows:
 - A. The duties of the President of the Board include:
 - 1. Serve as the presiding officer, when in attendance, of all meetings of the Board;
 - 2. Call emergency and special meetings of the Board as required by law;
 - 3. Consult with the Superintendent/President on board meeting agendas;
 - 4. Communicate with individual board members about their responsibilities;
 - 5. Participate in the orientation process of new board members;
 - 6. Assure Board compliance with policies on board education, self-evaluation and CEO evaluations;
 - 7. Represent the Board at official events or ensure board representation.

 - B. The duties of the Vice President of the Board shall be as follows:
 - 1. Act in the place of the president whenever needed;
 - 2. Automatically become the president in the case of resignation or death of the president.

 - C. The duties of the Clerk of the Board shall be as follows:
 - 1. Perform those functions that are required by the Education Code.
 - 2. Fulfill such other functions as may be required from time to time.

- III. The Secretary of the Board of Trustees shall be the Superintendent/President.

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- A. As Board Secretary, the Superintendent/President shall be as follows:
 - 1. Have charge of all the Board's correspondence;
 - 2. Keep a record of its proceedings and other records as are required by law or by direction of the Board of Trustees;
 - 3. Notify members of the Board of regular, special, emergency and adjourned meetings;
 - 4. Prepare and post board meeting agendas;
 - 5. 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;
 - 6. Certify as legally required all board actions;
 - 7. 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.

- IV. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members. (See EC 72000(c)(2)).

- V. Source/Reference
Former Board Policies 1000 and 1005; Education Code Section 72000.